

## Application for admission and a practising certificate

### Section 1 - Personal details

Last name	<input type="text"/>	SRA ID	<input type="text"/>
First name	<input type="text"/>		
Middle name(s)	<input type="text"/>		
Former names	<input type="text"/>	Date of birth	<input type="text"/>
Title (Mr, Mrs etc.)	<input type="text"/>	Gender	M <input type="checkbox"/> F <input type="checkbox"/>

### Employment address (if applicable)

Firm name	<input type="text"/>
Address	<input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Tel no.	<input type="text"/>
Mobile no.	<input type="text"/>
Work email	<input type="text"/>
Will your employment at this address continue after your admission?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Home address

Address	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Tel no.	<input type="text"/>
Mobile no.	<input type="text"/>
Personal email	<input type="text"/>

## Preferred contact address

Employment	<input type="checkbox"/>	Home	<input type="checkbox"/>
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## Address history

Have you lived in the UK continuously for 12 months or more during the last five years?

Yes  No

Have you lived in a country outside of the UK continuously for 12 months or more during the last five years?

Yes  No

If yes, list the country/countries and the dates you lived there:

## Section 2 - Preferred admission date

There are two admission dates each month. You can find these on the website. You can choose your admission date, but please make sure that:

- the date is after the end of your training contract/period of recognised training (if applicable) and
- you return this form at least 30 days before your chosen date.

I want to be admitted as a solicitor on	<input type="text"/>
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### Section 3 - Tell us your route to admission

Our guidance notes will tell you what you need to provide with your AD1.

Trainee solicitor	<input type="checkbox"/>	go to section 4
Qualified Lawyers Transfer Scheme Regulations (QLTS)	<input type="checkbox"/>	go to section 5
Chartered Legal Executive (CILEx)	<input type="checkbox"/>	go to section 5
Solicitors admitted by the Law Society of Ireland	<input type="checkbox"/>	go to section 5
Solicitors admitted by the Law Society of Northern Ireland	<input type="checkbox"/>	go to section 5
Equivalent Means	<input type="checkbox"/>	go to section 5
Qualified Lawyers Transfer Regulations (QLTR)	<input type="checkbox"/>	go to section 5
Assistant Justices' Clerks	<input type="checkbox"/>	go to section 5

## Section 4 - Declaration by the training principal

Firm name

Firm SRA ID

I confirm that in accordance with the SRA Training Regulations the trainee solicitor has completed their training contract/period of recognised training. This training was for a 24 month period or the equivalent on a part time basis.

If the training was less than 24 months, how much time was awarded for relevant work based experience?\*

\*Maximum time that can be awarded is six months.

The trainee:

- has gained experience in at least three areas of English and Welsh law
- is competent to meet the Practice Skills Standards
- is competent to comply with the Principles
- has a full and complete record of training

The trainee has completed the following parts of the Professional Skills Course (PSC):

- Advocacy and Communication Skills
- Client Care and Professional Standards
- Financial and Business Skills
- 24 hours of electives

The trainee has passed the Financial and Business Skills exam.

Date PSC started

Date PSC completed (this cannot be a future date)

I consider that the trainee has the character and suitability to be admitted as a solicitor.

Training principal's signature

Date

Training principal's name

## Section 5 - The Suitability Test

You need to read the SRA Suitability Test 2011 (the Test) before you complete this section. You need to tell us about anything which might affect your application.

If we find out about an issue you did not mention this will be treated as prima facie evidence of dishonest behaviour.

If you answer "Yes" to any of the questions, please give us all of the information we ask for. It's your responsibility to give us any evidence you think is relevant. We may carry out our own investigation and refuse your application if we do not think we have enough information.

Please tick to confirm you understand what you need to do.

### Criminal offences

This refers to Section 1 of the Test.

You must tell us about all "spent convictions or cautions" unless they are protected. Section 8 of the Test will give you more information about protected convictions and cautions: [www.sra.org.uk/solicitors/handbook/suitabilitytest/](http://www.sra.org.uk/solicitors/handbook/suitabilitytest/).

Please tick to confirm that you have read and understand this statement

#### 5.1 Have you ever been convicted by a court of a criminal offence:

1. which meant you were given a custodial or suspended sentence
2. involving dishonesty, fraud, perjury or bribery
3. that resulted in you being put on the Violent and Sex Offender Register
4. associated with obstructing the course of justice
5. that involved signs of discrimination towards others
6. associated with terrorism
7. that was racially aggravated
8. that was motivated by any of the "protected" characteristics defined within the Equality Act 2010
9. more than once?

Yes

No

If you answered "Yes", we will refuse your application unless there are exceptional circumstances.

#### 5.2 Have you ever:

1. been convicted by a court of a criminal offence not covered by 1-9 above
2. been included on the Violent and Sex Offender Register, but without having been convicted of a crime
3. accepted a caution for an offence involving dishonesty?

Yes

No

If you answered "Yes", we are more likely than not to refuse your application.

## Section 5 - The Suitability Test continued

### 5.3 Have you ever:

1. had a local warning from the police
2. accepted a caution from the police for an offence not involving dishonesty
3. had a Penalty Notice for Disorder (PND) from the police
4. had a final warning or reprimand from the police (youths only)
5. had a referral order from the courts (youths only)?

Yes

No

If you answered "Yes", we may refuse your application.

### 5.4 Are you currently facing any criminal charges?

Yes

No

We will not make a decision on your application until we know the outcome of your case.

If you have answered "Yes" to questions 5.1, 5.2, 5.3 or 5.4 you must give us the following:

- A A full statement of the events. If you think exceptional circumstances apply, please explain why.
- B References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer. Your references cannot come from personal friends or relatives.
- C Evidence that shows you are rehabilitated.
- D Documentary evidence in support of your case. Where possible this should include an independent report that supports your account of the events. You can get a report from the Court.
- E Evidence that you have paid any fines you were given.

### Assessment offences

This refers to Section 4 of the Test.

### 5.5 Have you ever committed (or been adjudged by an education establishment to have committed) a deliberate assessment offence that amounts to plagiarism or cheating to gain advantage for yourself or others?

Yes

No

If you answered "Yes", we will refuse your application unless there are exceptional circumstances.

If you answered "Yes" to question 5.5 you must give us the following:

- A A full statement of the events including:
  - your understanding of the rules for referencing material, using group work or using collaborative material
  - if you could reasonably have been expected to realise what you were doing was wrong
  - if you think exceptional circumstances apply please explain why.
- B At least one independent report on the events from the university or course provider (minutes from meetings or hearings for example).
- C References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer or tutor. Your references cannot come from personal friends or relatives.
- D Evidence that shows you are rehabilitated.

## Section 5 - The Suitability Test continued

### Financial behaviour

This refers to Section 5 of the Test.

**5.6 Have you ever been declared bankrupt, entered into any individual voluntary arrangements (IVA's) or had a County Court Judgment (CCJ) issued against you?**

Yes

No

If you answered "Yes", we will assume that you cannot manage your finances properly. We will refuse your application unless there are exceptional circumstances.

If you have answered "Yes" to question 5.6 you must give us the following:

- A A full statement of the events. If you think exceptional circumstances apply please explain why.
- B Independent evidence, including paperwork from your court hearing with dates, court reference numbers and the outcome. You also need to include things you have done to clear any debts, satisfy any judgments, and manage your finances.
- C References from at least two professional people. They should know about the incident and refer to it specifically. Ideally at least one should be an employer. Your references cannot come from personal friends or relatives.
- D A credit report from Experian or Equifax no more than one month old.

## Section 5 - The Suitability Test continued

### Regulatory history

This refers to Section 6 of the Test.

#### 5.7 Have you ever:

1. had any disciplinary findings, sanctions or actions brought against you by a regulatory body (or any court or body hearing appeals)
2. failed to give information to a regulatory body when asked
3. given false or misleading information to a regulatory body
4. breached a regulatory body's requirements
5. been refused registration by a regulatory body and/or
6. failed to comply with a request from a regulatory body?

Yes

No

If you answered "Yes", we will refuse your application unless there are exceptional circumstances.

#### 5.8 Has any regulatory body ever given you a reprimand or a warning about your conduct?

Yes

No

If you answered "Yes", we may refuse your application.

#### 5.9 Are you currently facing any disciplinary proceedings or investigations?

Yes

No

If you are we will not make a decision on your application until we know the outcome of your case.

If you have answered "Yes" to questions 5.7, 5.8 or 5.9 you must give us the following:

- A A full statement of the events. If you think exceptional circumstances apply please explain why.
- B Independent evidence on the events, including documents from the regulatory body, minutes from hearings or meetings, confirmation of the outcomes and details of any appeals or sanctions.
- C References from at least two, professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer. Your references cannot come from personal friends or relatives.



## Section 5 - The Suitability Test continued

### Any other behaviour

This refers to section 3 of the Test.

#### 5.10 Have you ever:

1. been responsible for dishonest, violent or discriminatory behaviour
2. abused your position for (yours or anyone else's) financial gain
3. abused a position of trust in relation to vulnerable people
4. been guilty of any behaviour that shows you cannot be relied upon to uphold your regulatory duties?

Yes

No

If you have answered "Yes", we will refuse your application unless there are exceptional circumstances.

If you have answered "Yes" to question 5.10 you must give us the following;

- A A full statement of the events. If you think exceptional circumstances apply please explain why.
- B Independent evidence of the issue.
- C References from at least two professional people. They should know about the issue and refer to it specifically. Ideally at least one should be an employer. Your references cannot come from personal friends.

## Section 6 - Application for a 2019/2020 practising certificate (PC)

When you are admitted to the roll you will need a PC if you are employed in connection with the provision of legal services. If you practise as a solicitor without a PC you will be committing a criminal offence.

I do not need a PC

Tell us why you do not need a PC e.g. no employment lined up after admission.

I want to apply for a PC

All PCs are valid until 31 October 2020.

To determine your fee, choose one date range for your PC start date:

- |  |      |                          |
|--|------|--------------------------|
| a) 1 November 2019 to 31 December 2019 inclusive | £338 | <input type="checkbox"/> |
| b) 1 January 2020 to 31 March 2020 inclusive     | £281 | <input type="checkbox"/> |
| c) 1 April 2020 to 30 June 2020 inclusive        | £223 | <input type="checkbox"/> |
| d) 1 July 2020 to 31 October 2020 inclusive      | £166 | <input type="checkbox"/> |

These fees include a £60 contribution towards the Compensation Fund. Employees of the Crown Prosecution Service do not need to pay this and should deduct it from their fee.

Tick this box if you want your admission certificate and PC in Welsh.

## Section 7 - Membership

Everyone admitted to the roll becomes a member of the Law Society unless they tell us otherwise. Membership is free and entitles you to vote in elections, use the facilities at Law Society Hall and take part in a range of Law Society activities. Membership is valid while your name is on the roll.

Please tick this box if you do NOT want to become a member

## Section 8 - Higher Rights of Audience (HRA) (Barristers only)

I want to be awarded HRA. I am/have been a fully pupillage barrister of England and Wales and I am entitled to exercise rights of audience in all Courts and in all proceedings in England and Wales.

I confirm that I am not currently banned (including any suspension or disbarment) as a result of disciplinary proceedings from exercising some or all of these rights.

Do you have any disciplinary proceedings in progress against you?

Yes

No

You must give us a Certificate of Good Standing from the Bar that is less than three months old.

If you are a former barrister, you must provide a letter confirming your entitlement from the Bar.

## Section 9 - Fees

Application for admission:

£100

Application for a PC (if applicable see fee ticked in section 6):

£

Total

£

## Section 10 - Declaration

**All Applicants should complete this section. Please read the notes before you complete it.**

If you knowingly or recklessly tell us anything which is false or misleading, or you fail to tell us of significant information it may lead to disciplinary action.

- I am the individual named on this application.
- I have read and understood the AD1 notes and the Suitability Test.
- The information given in this application is correct to the best of my understanding.
- I will tell you straight away if anything changes between now and my admission.
- I understand that I have an ongoing obligation to tell you of any further issues that fall under the Suitability Test.
- I understand you will take steps to remove my name from the roll if my admission was granted as a result of error or fraud.
- I understand that you will make whatever checks are necessary to verify the information I have given.

SRA ID Number

Full name (block capitals)

Signature

Date

If the form is not signed and the fee is not received your application will be returned.

## Section 11 - What we will do with your data

### Privacy notice

The Law Society is the data controller of the personal information we collect. We are the independent, regulatory arm of the Law Society, and operate separately from it.

The SRA has a responsibility under the Solicitors Act 1974 to ensure that there are no issues, which could call into question your character and suitability as a solicitor.

For the purpose of conducting the required checks, your information may be shared with Credit Reference Agencies.

Further details regarding your rights under data protection legislation and how your information is used can be found here: [www.sra.org.uk/dpa](http://www.sra.org.uk/dpa).

Send your application and fee to:

Authorisation  
Solicitors Regulation Authority  
The Cube  
199 Wharfside Street  
Birmingham  
B1 1RN

Or DX 720293 Birmingham 47.