



Solicitors  
Regulation  
Authority

## AD1 Notes



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## First step - have you done the pre-admission screening?

If you have lived in the UK continuously for 12 months or more, during the last five years, you must complete a screening process before admission. This helps us to assess your character and suitability to be a solicitor. Screening is carried out by Atlantic Data Ltd and includes the following checks:

- identity
- financial, covering bankruptcy, insolvency and county court judgments
- standard criminal records check issued by the Disclosure and Barring Service

### Trainee Solicitors

You should already have received information about the screening. If you have not please contact us. Our contact details are at the end of these notes.

### Other routes to admission

You need to contact us to arrange for the screening details to be sent to you.

### When you have done the screening

The DBS will send you a Standard Certificate. If there are disclosures we will need the original. We advise that you send this by secure post. We will not need the document if there are no disclosures.

## Have you lived outside of the UK?

If you have lived in the UK for less than 12 months, during the last five years, you will not need to do the screening.

We will check your name and current address by documents instead. You cannot use one form of identification for both name and address.

For example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a utility bill.

Please do not send original documents. The documents on this list are acceptable:

Proof of name	Proof of address
Passport	Utility bill
Driving licence	Driving licence
Birth certificate	Bank statement
Marriage certificate	Council tax bill
ID card	NHS medical card

### Overseas criminal records check

You must provide an original criminal records check from any country you have lived in continuously for 12 months or more during the last five years. The check(s) must be less than three months old and include an official translation if not in English.

You may find the following helpful if you need an overseas check:

[www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants](http://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants).

These documents should be sent with your AD1.

## Next step - the AD1

You can use this to apply for:

- admission to the roll of solicitors of England and Wales
- your first practising certificate (PC)
- Higher rights of audience (HRA) if you are a fully pupillaged barrister

## Completing the AD1

### Section 1 - Personal details

#### Names

You must be registered with us under your legal name, as it appears on your identity documents. If your name is pre-printed and it is wrong please correct. If you have changed your name, please include evidence such as a copy of your marriage certificate, deed poll or a statutory declaration.

#### SRA ID

Every individual has a unique SRA ID. If this number is not on the AD1 and you have previously been given one, please add this. If you have never had one, a number will be allocated to you when we receive your AD1.

#### Preferred contact address

This will be the address we will post your certificate of satisfaction, admission certificate and practising certificate (if applied for) to.

#### Address history

This information will tell us if you need UK and/or overseas screening. (See page 4 for details).

### Section 2 - Preferred admission date

There are two admission dates each month. These can be found on the enclosed list or on our website: [www.sra.org.uk/trainees/admission/admission-dates.page](http://www.sra.org.uk/trainees/admission/admission-dates.page).

When deciding on your admission date allow extra time if you:

- disclose any character and suitability issues - this can take up to six months
- need work experience to be assessed - this can take up to three months
- need an overseas criminal record check (see page 4 for details)

When choosing your admission date make sure that:

- if you are a trainee this is after the end date of your training
- you have met the requirements of your route to admission (see section 3)
- you return this form at least 30 days before your chosen date

This is a preferred date. You will only be admitted when we are satisfied that you have met Regulation 6.1 of the SRA Admission Regulations 2011. These regulations can be found on our website: [www.sra.org.uk/solicitors/handbook/admissionregs/content.page](http://www.sra.org.uk/solicitors/handbook/admissionregs/content.page).

### **Section 3 - Tell us your route to admission**

You need to tick the relevant box on the AD1. To check what you need to send with your AD1 please see your chosen route below.

#### **Trainee solicitor**

You must provide a criminal records check from any country you have lived in, for 12 months or more during the last five years. (See page 4 for details).

We will contact you if we need any more information.

#### **Qualified Lawyers Transfer Scheme Regulations applicants (QLTS)**

We need a certificate of good standing from all jurisdiction(s) where you have been admitted. The certificate(s) must be less than three months old and confirm:

- (a) your date of admission
- (b) that you are in good standing
- (c) that you have not been subject to any disciplinary proceedings
- (d) that there are not any pending disciplinary proceedings against you
- (e) that you are currently entitled to practise.

We may verify this with your home bar(s).

Kaplan will tell us the results of your QLTS assessments. You do not need to send in evidence of this.

You must provide a criminal records check from any country you have lived in, for 12 months or more during the last five years. (See page 4 for details).

#### **Chartered Legal Executives (CILEx)**

We need:

- a certificate of good standing from CILEx. This must be less than three months old and confirm:
  - (a) your date of admission
  - (b) that you are in good standing
  - (c) that you have not been subject to any disciplinary proceedings
  - (d) that there are not any pending disciplinary proceedings against you
  - (e) that you are currently entitled to practise.
- a certified copy of your PSC certificate(s) confirming that you have completed the Advocacy and Communications Skills, Client Care and Professional Standards modules and passed the Financial Business Skills exam.
- a certified copy of your LPC completion certificate.

You must provide a criminal records check from any country you have lived in, for 12 months or more during the last five years. (See page 4 for details).

#### **Solicitors admitted by the Law Society of Ireland**

We need:

- a copy of your passport evidencing that you are an EU national.

- a certificate of good standing from all jurisdiction(s) where you have been admitted. The certificate(s) must be less than three months old and confirm:
  - (a) your date of admission
  - (b) that you are in good standing
  - (c) that you have not been subject to any disciplinary proceedings
  - (d) that there are not any pending disciplinary proceedings against you
  - (e) that you are currently entitled to practise.

We may verify this with your home bar(s).

The Law Society of Ireland will tell us when you have completed the English Property Law Module. You do not need to send in evidence of this.

You must provide a criminal records check from any country you have lived in, for 12 months or more during the last five years. (See page 4 for details).

### **Solicitors admitted by the Law Society of Northern Ireland**

We need:

- a certified copy of your Qualifying Law Degree (QLD) certificate. Our website lists the QLD providers: [www.sra.org.uk/students/courses/qualifying-law-degree-providers.page](http://www.sra.org.uk/students/courses/qualifying-law-degree-providers.page).
- a certificate of good standing from all jurisdiction(s) where you have been admitted. The certificate(s) must be less than three months old and confirm:
  - (a) your date of admission
  - (b) that you are in good standing
  - (c) that you have not been subject to any disciplinary proceedings
  - (d) that there are not any pending disciplinary proceedings against you
  - (e) that you are currently entitled to practise.

We may verify this with your home bar(s).

You must provide a criminal records check from any country you have lived in, for 12 months or more during the last five years. (See page 4 for details).

### **Equivalent means**

You must provide a criminal records check from any country you have lived in, for 12 months or more during the last five years. (See page 4 for details).

We will contact you if we need any more information.

### **Qualified Lawyers Transfer Regulations applicants (QLTR)**

Please make sure you have met the requirements of your Certificate of Eligibility.

We need:

- certified copies of your Qualified Lawyers Transfer Test certificates showing that you have passed the required heads.
- a certificate of good standing from all jurisdiction(s) where you have been admitted. The certificate(s) must be less than three months old and confirm:
  - (a) your date of admission

- (b) that you are in good standing
- (c) that you have not been subject to any disciplinary proceedings
- (d) that there are not any pending disciplinary proceedings against you
- (e) that you are currently entitled to practise.

We may verify this with your home bar(s).

If you were required to do work experience we need a completed Experience Evidence Form with a covering letter. The letter must be an original on the firm's letterhead from your supervisor and needs to confirm the information in the form.

For details about the work experience requirement and to download an Experience Evidence Form, see our website: [www.sra.org.uk/trainees/admission/admission-criteria.page#2](http://www.sra.org.uk/trainees/admission/admission-criteria.page#2).

You must provide a criminal records check from any country you have lived in, for 12 months or more during the last five years. (See page 4 for details).

### **Assistant Justices' Clerks**

We need:

- a certified copy of your PSC certificate(s) confirming that you have completed the Advocacy and Communications Skills, Client Care and Professional Standards modules and passed the Financial Business Skills exam.
- a certified copy of your LPC completion certificate.
- a letter from an employer (an original on letterhead). This must confirm that before attending the LPC, you have served at least five out of the last 10 years in the Magistrates' Courts Service as an Assistant Justices' Clerk.

You must provide a criminal records check from any country you have lived in, for 12 months or more during the last five years. (See page 4 for details).

### **Section 4 - Declaration by the training principal**

If you have completed a training contract/period of recognised training, this section must be completed by your training principal. They must sign/date the declaration and if their name is not pre-printed, add this in block capitals.

The training principal must confirm that your training was for 24 months or the equivalent on a part time basis. If this period was reduced because you were awarded relevant work based experience, they must tell us how much time was awarded. This can be a maximum of six months.

If your training principal is away from the office, the declaration can be signed by another manager\*, providing they have been with the firm for the duration of your training. We will also need a letter from the manager explaining why the training principal is unable to do this.

\*a manager is a member of a Limited Liability Partnership (LLP), a director of a company, a partner in a partnership or in relation to any other body, a member of its governing body.

### **Section 5 - The Suitability Test**

The questions in Section 5 are based on the SRA Suitability Test 2011 (the Test) [www.sra.org.uk/solicitors/handbook/suitabilitytest/content.page](http://www.sra.org.uk/solicitors/handbook/suitabilitytest/content.page). You must read this before you complete this section.

We have to make sure you are suitable to be a solicitor. 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 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 think we do not have enough information. Help with what to provide is on our website: [www.sra.org.uk/trainees/period-recognised-training.page#character](http://www.sra.org.uk/trainees/period-recognised-training.page#character).

You must tell us about all "spent convictions and 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/).

## **Section 6 - Application for a practising certificate (PC)**

Let us know in this section if you need a PC. If you do not need a PC tell us why.

Practising as a solicitor without a PC is a criminal offence. Section 1A of the Solicitors Act 1974 sets out that a solicitor employed in private practice in connection with the provision of legal services is practising as a solicitor.

You will need a PC if you will be employed as a paralegal following your admission. If you are unsure whether you need a PC contact our Professional Ethics Department: [www.sra.org.uk/contact-us/](http://www.sra.org.uk/contact-us/).

### **Welsh certificates**

Tick the box if you want your admission certificate and PC in Welsh. You will also receive an English version. Your certificates will be sent by email.

## **Section 7 - Membership**

For entitlements of membership, please see the Law Society's webpage: [www.lawsociety.org.uk/support-services/](http://www.lawsociety.org.uk/support-services/).

## **Section 8 - Higher rights of audience (HRA) (Barristers only)**

If you are a barrister who has completed full pupillage you can be awarded HRA. We will need 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**

The fee for admission is £100. If you have applied for a PC add the fee (see section 6 of the AD1). This can be paid by cheque or bank transfer. We do not accept payment by credit or debit cards.

### **Paying by cheque**

This should be made payable to The Law Society. If you have a SRA ID write this on the back. We do not accept cheques drawn on non sterling or non UK bank accounts.

### **Paying by bank transfer**

For details on how to make a transfer please download our methods of payment form from our website: [www.sra.org.uk/mysra/fees/ways-to-pay.page](http://www.sra.org.uk/mysra/fees/ways-to-pay.page).

## **Section 10 - Declaration**

If the form is not signed/dated and/or the fee is not received your AD1 will be returned.

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

The Law Society of England and Wales (a body established under Royal Charter) is the "data controller" of the personal information we hold for the purposes of the General Data Protection Regulation (the GDPR). This applies across the EU including the UK. We also hold this data under the Data Protection Act 2018 (the Data Protection Act) which supplements GDPR and extends its application in the UK. Although we are part of the Law Society, we operate separately from it.

We collect, use and share data primarily in the exercise of our regulatory functions. Those functions, and our duties and powers, are chiefly found in primary legislation - the Legal Services Act 2007, the Solicitors Act 1974, Administration of Justice Act 1985 and the Courts and Legal Services Act 1990. It is also in the rules and regulations made by our Board which sit beneath it.

We also collect and use data to comply with our duties with equality legislation including the Equality Act 2010.

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 AD1 to:**

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

or DX 720293 Birmingham 47

## **Do you have a question?**

This may be covered in our frequently asked questions [www.sra.org.uk/trainees/admission/faqs.page](http://www.sra.org.uk/trainees/admission/faqs.page).

## **How to contact us**

Call our Contact Centre on 0370 606 2555 (UK) or +44 (0)121 329 6800 (overseas). Calls may be recorded for training purposes.

Or you can email: [contactcentre@sra.org.uk](mailto:contactcentre@sra.org.uk).

Our opening hours are:  
08.00 to 18.00, Monday, Wednesday, Thursday, Friday  
09.30 to 18.00, Tuesday