

Character and Suitability Assessment



Getting started

Before you start

This application is to find out if you have the character and suitability to be admitted as a solicitor, under the [SRA Assessment of Character and Suitability Rules](#).

You only need to complete this application if you have any issues to tell us about under the Rules.

You must complete the [pre-admission screening process](#) before sending us this form. Please email SRAAdmissions@sra.org.uk to request this and include your full name, date of birth and address. You will receive the documents in the post within 14 days. The fee is £39. You will need to allow a minimum of six weeks for this to be completed.

Our decision on your early assessment of character and suitability is not binding. However, providing you have no other issues to disclose, we usually uphold this decision when you apply for admission.

You can appeal our decision if we decide that we are not satisfied with your character and suitability.

You can only ask to be reassessed if there has been a material change in your circumstances relevant to our assessment.

Completing this application

Section 6 of the application tells you what information you will need to send to us. We would suggest you gather all of this together before making your application and complete the checklist on page 11.

Please make sure you complete all the questions and sections in full, unless we say otherwise. We will return your application if you do not send all the information we need.

You should send the completed application and any supporting documents to SRAAdmissions@sra.org.uk at least six months before you need a decision.

References should be on letterhead paper or sent directly by the referees from their professional email accounts to SRAAdmissions@sra.org.uk.

Help with completing each section is available at the end of the application.

If you need further help with this application after reading the guidance, please email us at contactcentre@sra.org.uk.

If you need a reasonable adjustment, you can read [our policy](#) on our website.

Section 1. Personal details

Title (Mr, Mrs etc)	First Name
Middle Name(s) (if applicable)	Last Name
Date of Birth	SRA Number
Preferred Telephone	Email Address

Section 2. Home address (this should be your permanent address)

House number/ Name	Address Line 1
Address Line 2	City/Town
County	Country
Postcode	

Contact address (if different from home address)

House number/ Name	Address Line 1
Address Line 2	City/Town
County	Country
Postcode	

Section 3. Previous applications to the SRA

3.1 Have you told us before about any character and suitability issues?

Yes

No

If you have answered “Yes”, continue to question 3.2. If you have answered “No” continue to Section 4.

3.2 What was the outcome?

Granted

Refused

If your application was refused, please continue to section 4.

3.3 If your application was granted, are you telling us about a new issue that falls within the Rules?

Yes

No

If you have answered “No” to question 3.3 or you do not have any issues to disclose, you do not need to complete this application.

Section 4. Reason for applying

4.1 Why do you want us to consider your character and suitability?

I am applying before I start my law degree or Common Professional Examination/Graduate Diploma in Law.

I am applying before I start the Legal Practice Course (LPC).

I am applying to authorised training providers for a period of recognised training.

I have an offer of a period of recognised training.

Start date:

I will be applying for admission under the following route:

Qualified Lawyers Transfer Scheme

Northern Ireland/Republic of Ireland Solicitors

Equivalent means

Chartered Legal Executives/Assistant Justices' Clerks

Registered European Lawyers (Article 10 of the European Establishment Directive 98-5-EC)

Other (Please provide more information below):

Section 5. Details of home jurisdiction(s) and/or other professions (if applicable)

Provide the name and address of the Law Society, Bar, chamber, court and/or other professions you are admitted to (use a continuation sheet if necessary).

Name

Name

Address

Address

Country

Country

Professional title

Professional title

Date of admission

Date of admission

You must provide a Certificate of Good Standing (COGS) for each jurisdiction or profession for which you have been admitted.

The certificate must have been issued no more than three months prior to submission of this application. Please provide a translation of your certificate if it's not issued in English.

Section 6. The Rules

Please read [our rules](#) before you complete this section and answer the questions clearly, honestly and fully.

If we find out about an issue you did not mention, we will take this into account when assessing your character and suitability.

If you answer “Yes” to a question, please give us all the information we ask for. It’s your responsibility to give us any evidence you think is relevant. We will investigate the matter ourselves as well, so we can make an informed decision. If you do not give us enough information, we can refuse your application.

Please tick to confirm you have understood everything explained above

Criminal offences

You must tell us about all “spent convictions or cautions” unless they are protected.

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

6.1a 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. of a violent or sexual nature
4. associated with obstructing the court of justice
5. that involved signs of discrimination towards others
6. associated with terrorism
7. more than once (including a conviction for multiple offences)?

Yes

No

6.1b Have you ever:

1. accepted a caution from the police for an offence involving dishonesty, violence or discrimination, or a sexual offence
2. been included on the Violent and Sex Offender Register?

Yes

No

These are the most serious, and likely to result in a refusal.

Section 6. The Rules (continued)

6.2 Have you:

1. ever been convicted by a court or accepted a caution for a criminal offence not falling within questions 6.1a and 6.1b
2. currently been made subject to a conditional discharge or bind over by a court?

Yes

No

These are serious, and may result in a refusal.

If you have answered "Yes" to questions 6.1a, 6.1b or 6.2 you must provide the following:

- A A full statement of the events.
- 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 family.
- 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.

6.3 Are you currently facing any criminal charges?

Yes

No

If you have answered "Yes" to question 6.3, we may not make a decision until the outcome of your case is known.

Section 6. The Rules (continued)

Assessment offences

6.4 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" to question 6.4 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.
- 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 you are rehabilitated.

Financial behaviour

6.5 Have you been:

1. found to have deliberately sought to avoid responsibility for your debts
2. found to have been dishonest in relation to the management of your finances
3. declared bankrupt or entered into any individual voluntary arrangements
4. subject to a County Court Judgement that is current
5. been made subject to a Debt Relief Order
6. behind with six or more consecutive payments and/or registered with a credit reference agency
7. subject to possession proceedings
8. subject to a Liability Order
9. a manager or owner of a company, LLP or partnership that has been
 - subject to a winding up order
 - an administrative order
 - administrative receivership
 - otherwise wound up or put into administration in circumstances of insolvency?

Yes

No

If you have answered "Yes" to question 6.5 you must provide the following:

- A A full statement of the events.
- 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 issue 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 6. The Rules (continued)

Regulatory or disciplinary findings

6.6 Have you:

1. been made the subject of a serious disciplinary or regulatory finding, sanction or action by a regulatory body and/or any court or other body hearing appeals in relation to disciplinary or regulatory findings
2. failed to disclose information to a regulatory body (including us) when required to do so or have provided false or misleading information
3. significantly breached the requirements of a regulatory body
4. failed to comply with the reasonable requests of a regulatory body resulting in a finding against you
5. been rebuked, reprimanded, or received a warning about your conduct by a regulatory body
6. been disqualified from being a charity trustee or a trustee for a charity under section 178(1) of the Charities Act 2011
7. been removed and/or disqualified as a company director
8. committed an offence under the Companies Acts?

Yes

No

If you have answered "Yes" to question 6.6 you must provide the following:

- A A full statement of the events.
- 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.

6.7 Are you currently facing any disciplinary proceedings or investigations?

Yes

No

If you have answered "Yes" to question 6.7, we may not make a decision until the outcome of your case is known.

Section 6. The Rules (continued)

Integrity and Independence

6.8 Have you ever:

1. been responsible for behavior that was dishonest, violent, threatening or harassing, or discriminatory
2. misused your position to obtain a pecuniary advantage
3. misused your position of trust in relation to vulnerable people?

Yes

No

If you have answered "Yes" to question 6.8 you must give us the following:

- A A full statement of the events.
- 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 or relatives.

Section 7. Declaration

- 7.1 I declare that the information I have given is true and correct.
- 7.2 I give permission for you to do any investigations to decide whether I am suitable.
- 7.3 I confirm that I have no more issues to declare under the Rules.
- 7.4 I understand that I now have an ongoing obligation to tell you if any issues arise that could fall within the Rules before a decision is made.

Full Name

SRA Number
(if applicable)

Your Signature

Date

If completed electronically please tick to say you confirm the declaration.

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.

Further details regarding your rights under data protection legislation and how your information is used can be found here: <https://www.sra.org.uk/dpa/>

Application checklist

To help us process your application quickly, please check that:

- You have read the “Getting started” section at the top of this application.
- You have completed the pre-admission screening process.
- The application has been fully completed and the declaration signed.
- You have all of the information we need to make a decision, including:
 - a statement of events
 - an independent report
 - professional references on letterhead paper (or they can be sent directly by the referees to SRAAdmissions@sra.org.uk)
 - a COGS (if applicable)
 - all of the other relevant information we have asked for in Section 6 of this application.

Guidance notes

Please answer all sections.

Section 1 - Personal details - complete all sections.

Section 2 - Home address/ Contact address

We need your current permanent address to enable us to continue with your application. If the address you would like us to send any letters to is different, please also give us this.

Section 3 - Previous applications

Please give us the details of any previous applications you made for assessment of your character and suitability (eg student enrolment, eligibility to commence a period of recognised training or previous assessments of your character and suitability).

Section 4 - Reason for applying

This application is voluntary for you to see if you have the character and suitability to be admitted as a solicitor.

We want to know why you are applying as this may impact the information we need (eg if you are admitted in another jurisdiction or another profession).

Section 5 - Details of home jurisdiction(s) and/or other professions

Provide the name and address of any Law Society, Bar, chamber, court and/or other professions where you are admitted. Also include your professional title and date of admission.

You must provide a copy of a COGS from each jurisdiction or profession where you have been admitted. The certificate(s) must be less than three months old and confirm:

- your date of admission
- that you are in good standing
- that you have not been subject to any disciplinary proceedings
- that there are not any pending disciplinary proceedings against you.

Section 6 - The Rules

Please read [the Rules](#) to find out what we are assessing you against. You must tell us about any issue(s) covered by our Rules. If you fail to do so, it may affect your admission to the roll as a solicitor.

You must declare any issue(s) under the Rules. If you fail to do so it may affect your admission to the roll as a solicitor.

Section 7 - Declaration

You must tell us if there are any issues that fall under the Rules after you send us this application. If you do not tell us of an issue, it will be an indication to us that you are dishonest.

Make sure you complete the declaration and sign and date it. By signing the declaration you are confirming you have completed the form with correct information.

Returning the form

Send the fully completed application form to:

Email SRAAdmissions@sra.org.uk

What happens next?

As you have advised us of character and suitability issues, your application may take up to six months for a decision to be made from receipt of a complete application.

We will check your application to make sure we have all of the information we need. If your application is incomplete or we need more information, we will contact you to ask for this.