

# How to apply for a practising certificate

## *Step by step guide*

Updated 20 August 2021

### *Who can apply*

You must have been admitted to the roll.

You will be practising as a solicitor if you are involved in legal practice and:

- your involvement in the firm or the work depends on your being a solicitor
- you are held out explicitly or implicitly as a practising solicitor
- you are employed explicitly or implicitly as a solicitor or
- you are deemed by section 1A of the Solicitors Act 1974 to be acting as a Solicitor.

To help you understand the circumstances in which you might need a practising certificate, see our practising certificate guidance [\[solicitors/guidance/practising-certificate/\]](#).

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### *How to apply*

#### *Are you eligible?*

Make sure that you have a mySRA account. Find out how open an account [\[mysra/get-mysra-account/\]](#) if you do not have one.

We recommend that you apply at least 30 days before you wish to start practising or immediately after you are told that your application for admission has been granted.

When applying, you will be asked whether you are eligible for reduced fees and about your continuing competence.

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#### *How to pay*

You can pay by credit or debit card at the end of your application.

For further details about what fees you will, see our Annual Fees [\[mysra/fees/\]](#).

#### *What next*

We aim to process 95% of applications within 30 days. We will send you an email confirmation once your application has been processed.

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### *Log in to apply*

When you are ready to apply, the link below will take you to mySRA login page. You will need your SRA number to apply.

*Application for Individual Practising Certificate*  
[\[https://my.sra.org.uk\]](https://my.sra.org.uk)

Log in to mySRA to apply, go to start a new application

[<https://my.sra.org.uk>]