

Apply for screening

Updated September 2021

Due to Covid-19, the Disclosure and Barring Service (DBS) has announced a temporary relaxation in the requirements for a face to face ID check for standard applications.

The nominated solicitor can now complete the ID verification process via video using either scanned images of the ID documents. Or the applicant can present/show them to the nominated solicitor during the video call. View the DBS announcement [<https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>].

Do I need to apply for screening?

You must complete screening, if you are applying to become a solicitor, whether it is through the LPC route, SQE route or as a qualified lawyer

You also need to apply for screening if you are doing an early assessment of your character and suitability application. Or if you wish to be restored to the roll.

This helps us to assess your character and suitability to be a solicitor.

How is screening carried out?

Screening is carried out by Atlantic Data 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 (DBS).

How to pay

Payment is via credit or debit card. The fee is £39.

LPC route

Trainees will receive an email from us eight weeks before the end of their period of recognised training.

SQE route

You will need to have a mySRA account to apply for screening. Find out how to get a mySRA account [[mysra/get-mysra-account/](#)].

We recommend you do not apply for screening until you are ready to apply for admission. This means you know the outcome of any relevant SQE assessments or exemption applications and have complete all qualifying work experience (where applicable). This is because your screening results (DBS) are only valid for 6 months after they are issued.

When you have done the screening

Atlantic Data will send you a standard certificate. If there are any disclosures, we will need this certificate to be scanned and uploaded.

If you have no disclosures, we will approve your application and you will be sent a notification. Your admission application form will now show in your mySRA account.

This screening must be no more than 3 months old when you apply and no more than 6 months old when we make our decision.

Have you lived outside the UK more than 12 months in the last 5 years?

If so, we will check your name and current address by documents instead of DBS screening. You cannot use just 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.

You will need to scan and upload the documents in your mySRA account. These documents 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 record check from any country you have lived in for 12 months or more during the last five years. You will still be required to provide this check even if the whole 12 month period does not fall in the five year period.

The check(s) must be no more than six months old and include an official translation if not in English.

You may find Government guidance on Criminal records checks for overseas applicants [<http://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>] helpful.

If the application asks you to provide this check, you can upload these documents when you apply for admission. Alternatively, we will contact you separately to request this.

Ready to apply

You will need to have a mySRA account to apply for screening. Find out how to get a mySRA account [[/mysra/get-mysra-account/](#)].

Apply for screening
[[/link/93f017776e78490eac32edeb8f5a63e0.aspx](#)]

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

[[/link/93f017776e78490eac32edeb8f5a63e0.aspx](#)]