

Apply for screening

July 2020

Due to the coronavirus outbreak, the Disclosure and Barring Service (DBS) has announced a temporary relaxation in the requirements for a face to face ID check for standard applications. This change came into effect on 24 March 2020.

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 for:

- admission to the roll and you have lived in the UK for a period of 12 continuous months, during the last five years (if you have not lived in the UK for 12 months or more during the last five year period you still need to complete pre-admission screening application but instead you will be required to upload ID documents and provide an overseas criminal records check instead)
- early assessment of your character and suitability
- restoration 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.

Trainee solicitors

You will receive an email from us four weeks before the end of your period of recognised training.

Other routes to admission

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

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. 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.

You can upload these documents when you apply for admission

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

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

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