



THE LAW SOCIETY OF UPPER CANADA CHECKLIST TO THE APPLICATION FOR LICENCE BY WAY OF LICENSING EXAMINATIONS (under By-Law 4 s. 9 (1))

Instructions to the Applicant:

Complete all sections of the application. The Law Society of Upper Canada may investigate or verify any information supplied in the application, and may require further explanation from you. **Omissions or inaccuracies in your answers may delay processing.** If the space provided for any answer is insufficient, complete your answer on a separate sheet, sign and date the sheet and staple it to the application.

The Law Society of Upper Canada’s By-Law 4 is available for your information at:
<http://www.lsuc.on.ca/WorkArea/DownloadAsset.aspx?id=5275>

Part One – Transfer Licensing Applicant’s Checklist:

- Completed and original Licence By Way Of Licensing Examinations Application
- Non-refundable administrative application fee \$160 + HST
- Original Certificate(s) of Standing (dated within the last 30 days) from each Law Society of which you **are or have been** a member, **inside and outside** of Canada. NOTE: Your Certificate(s) of Standing must be replaced if it becomes more than 60 days old at the time your application is ready to be approved by Administrative Compliance.
- A notarized copy of your Canadian Birth Certificate as proof of age and full legal name, OR, A notarized copy (**front and back**) of your Canadian Citizenship Card
- Two coloured passport photos taken within the last 12 months
- Proof of Education - Law Transcript / NCA Certificate**
Final law school transcripts must show the degree and conferral date and must be forwarded to Administrative Compliance (AC) directly from the University/issuing institution.
- Additional pertinent documents to comply with specific application requirements

Application Process		
Mail to:	Review and Approval:	Licensing:
Accounts Receivable The Law Society of Upper Canada Osgoode Hall 130 Queen St W Toronto ON M5H 2N6	Administrative Compliance <u>Questions?</u> Tel: (416) 947-3315 and ask to be transferred, <u>or</u> , Email: lsforms@lsuc.on.ca	Office of the Registrar <u>Questions?</u> Tel: (416) 947-3315 and ask to be transferred, <u>or</u> , Email: registrar@lsuc.on.ca

Registration for Transfer Licensing Examination instructions:

Part Two – Once Transfer Licensing Applications are approved, applicants are responsible to contact the Office of the Registrar to register for examinations. A letter will be mailed to inform you of your eligibility to write the Transfer Licensing exams. You must contact the Office of the Registrar at 416-947-3315 to proceed with part two of the examination registration, or you can access the online registration and examination policy for more information at:
<http://rc.lsuc.on.ca/jsp/licensingprocesslawyer/index.jsp?language=en>



The Law Society of
Upper Canada | Barreau
du Haut-Canada

**THE LAW SOCIETY OF UPPER CANADA
APPLICATION FOR LICENCE BY WAY OF
LICENSING EXAMINATIONS
(under By-Law 4 s. 9 (1))**

PART A – APPLICANT INFORMATION

1. PERSONAL INFORMATION	4. CANADIAN MEMBERSHIP INFORMATION
<p>First Name: _____</p> <p>Middle Name(s): _____</p> <p>Last Name: _____</p> <p>Date of Birth: ____/____/____ DD MM YYYY</p> <p>Place of Birth: _____ (City/Country)</p>	<p>I am or have been a member of the following Canadian Law Societies:</p> <p>Law Society Name: _____</p> <p>Year of Call: _____</p> <p>Member Number: _____</p> <p>Status: _____</p> <p>Name called under (if different from personal information in question 1): _____</p>
2. HOME CONTACT INFORMATION	5. MEMBERSHIP INFORMATION: OUTSIDE OF CANADA
<p>Address: _____ _____ _____</p> <p>Telephone Number: _____</p> <p>Facsimile Number: _____</p> <p>Email Address: _____</p>	<p>I am or have been a member of the following Law Societies outside of Canada:</p> <p>Law Society Name: _____</p> <p>Year of Call: _____</p> <p>Member Number: _____</p> <p>Status: _____</p> <p>Name called under (if different from personal information in question 1): _____</p>
3. BUSINESS CONTACT INFORMATION	<p>Provide an original Certificate of Standing (dated within the last 30 days) from each Law Society of which you <u>are or have been</u> a member, <u>inside and outside</u> of Canada.</p> <p><u>NOTE:</u> Your Certificate(s) of Standing must be replaced if it becomes more than 60 days old at the time your application is ready to be approved by Administrative Compliance.</p>
<p>Law Firm/Employer Name & Address: _____ _____ _____</p> <p>Telephone Number: _____</p> <p>Facsimile Number: _____</p> <p>Email Address: _____</p>	

6. PROOF OF LEGAL NAME	
<p>a) Are you a Canadian citizen or permanent resident of Canada?</p> <p><u>If Yes:</u> Provide a certified copy of a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Canadian Birth Certificate; OR <input type="checkbox"/> Canadian Citizenship Card (front <u>and</u> back) <p><u>If No:</u> Contact the Administrative Compliance department of the Law Society at (416) 947-3315 <u>before</u> submitting your application.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>b) Have you used another name or changed your name by court order, marriage, or other means?</p> <p><u>If Yes:</u> Provide a certified copy of a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Canadian Name Change Certificate; OR <input type="checkbox"/> Canadian Marriage Certificate; OR <input type="checkbox"/> Court Order 	<input type="checkbox"/> YES <input type="checkbox"/> NO

7. LAW DEGREE(S)	
<p>a) What Law Degree(s) do you hold?</p> <ul style="list-style-type: none"> <input type="checkbox"/> LL.B / JD (Common Law Degree) Name of institution _____ <input type="checkbox"/> LL.L / B.C.L (Civil Law Degree) Name of institution _____ 	
<p>b) My academic credentials have been evaluated by the National Committee on Accreditation and I have made arrangements for an original NCA Certificate to be forwarded to the Administrative Compliance department.</p> <p>If Yes to 7b)</p> <ul style="list-style-type: none"> i) Quebec Law School: _____ <li style="text-align: center;">OR ii) Country in which you received your law degree: _____ 	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A I obtained my law degree in a Canadian school other than in Quebec.

LAW PRACTICE		
8.	<p>I am or have been engaged in the practice of law:</p> <p>Name and Address of firm:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>If “no”, briefly describe your current situation and include any employment details (if applicable):</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	<p>If I am called to the bar and licensed in Ontario, I intend to commence practising law here.</p> <p>If “yes” state anticipated date: _____ / _____ / _____</p> <p style="text-align: center;">DD MM YYYY</p> <p>Name and Address of law firm or employer:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Telephone Number: _____</p> <p>Facsimile Number: _____</p> <p>Email Address: _____</p> <p>Contact Person: _____</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	<p>The dates of the time I have spent in “active practice” in another Canadian jurisdiction(s) are as follows:</p> <p>_____ to _____</p> <p style="text-align: center;">Name of Canadian jurisdiction (DD) (MM) (YY) (DD) (MM) (YY)</p> <p>_____ to _____</p> <p style="text-align: center;">Name of Canadian jurisdiction (DD) (MM) (YY) (DD) (MM) (YY)</p>	
11.	<p>For the purposes of determining your Ontario Continuing Professional Development (CPD) requirement, have you practised law or provided legal services in your home jurisdiction for a cumulative total of 24 months or more?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

PART B – GOOD CHARACTER

If you answer “Yes” to any of the questions in this part, provide full details on a separate sheet and attach any relevant documents including orders and/or judgments.

12.	Are you currently the subject of criminal proceedings or proceedings for any other offence under any statute in Canada or elsewhere?	<input type="checkbox"/> YES <input type="checkbox"/> NO
13.	Have you ever been found guilty of, or convicted of, any offence under any statute in Canada or elsewhere? Exclude speeding and parking tickets.	<input type="checkbox"/> YES <input type="checkbox"/> NO
14.	Has judgment ever been entered against you in an action involving fraud?	<input type="checkbox"/> YES <input type="checkbox"/> NO
15.	Are there any outstanding civil judgments against you?	<input type="checkbox"/> YES <input type="checkbox"/> NO
16.	Have you ever disobeyed an order of any court requiring you to do any act or to abstain from doing any act?	<input type="checkbox"/> YES <input type="checkbox"/> NO
17.	While attending a post-secondary institution, have allegations of misconduct ever been made against you or have you ever been suspended, expelled or penalized by a post-secondary institution for misconduct?	<input type="checkbox"/> YES <input type="checkbox"/> NO
18.	Have you ever been refused admission as a student-at-law, articled clerk or similar position in any professional / regulatory / governing body?	<input type="checkbox"/> YES <input type="checkbox"/> NO
19.	Are you now or have you ever been suspended, disqualified, censured, the subject of a conduct, capacity or competence proceeding or otherwise the subject of discipline in any jurisdiction(s) where you are or were licensed to practise law or provide legal services?	<input type="checkbox"/> YES <input type="checkbox"/> NO
20.	Are you now or have you ever been a member of a professional/regulatory/governing body (other than a Canadian Law Society) in any jurisdiction?	<input type="checkbox"/> YES <input type="checkbox"/> NO
21.	Have you ever been denied a licence or permit, or had any licence or permit revoked for failure to meet good character requirements?	<input type="checkbox"/> YES <input type="checkbox"/> NO
22.	Are you now the subject of a prosecution or have you ever been prosecuted, suspended, disqualified, censured, the subject of a conduct, capacity or competence proceeding or otherwise disciplined by any professional organization?	<input type="checkbox"/> YES <input type="checkbox"/> NO
23.	Are you aware of any complaint or charge pending against you in your professional capacity, which has not yet come to the attention of your Law Society or professional/regulatory/governing body?	<input type="checkbox"/> YES <input type="checkbox"/> NO
24.	Are you now or have you ever been the subject of an insurance claim under a policy for professional liability insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
25.	Have you ever been discharged from any employment where the employer alleged there was cause?	<input type="checkbox"/> YES <input type="checkbox"/> NO
26.	Have you ever been disciplined by an employer, or been a respondent in proceedings alleging a violation of the <i>Human Rights Code</i> or similar legislation in any jurisdiction (e.g., sexual harassment, racial discrimination)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
27.	Are you or any company or partnership of which you are or were a director, officer or employee currently subject to a petition or assignment in bankruptcy or a proposal to creditors under the <i>Bankruptcy and Insolvency Act</i> , or similar legislation in any jurisdiction and/or have you or any company or partnership of which you are or were a director, officer or employee ever been bankrupt or insolvent, under any statute?	<input type="checkbox"/> YES <input type="checkbox"/> NO
28.	Are there events, circumstances or conditions, other than those mentioned above, that are potentially relevant to your ability to practise law?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PART C – AUTHORIZATION AND DECLARATION

I hereby authorize the Law Society of Upper Canada to make inquiries of any person or government, any official or body, including, without limitation, any police or academic authority, with regard to my background or character. On request by the Law Society of Upper Canada, I will furnish any additional specific authorization or any release that is required for the purpose of enabling the Law Society of Upper Canada to obtain information related to my background or character.

I understand that if I am licensed in Ontario, I must comply with the *Law Society Act*, By-Laws, the *Rules of Professional Conduct*, and all other rules, regulations and requirements of the Law Society of Upper Canada.

I understand that I have a continuing obligation to notify the Law Society of Upper Canada immediately of any change to the information that I have provided in this application.

I acknowledge that my application for a licence shall be deemed to have been abandoned by me immediately if I fail to:

- provide to the Law Society at the time that I submit my completed application, all documents and information specified by the Law Society on the application form relating to the requirement that I be of good character; or
- provide to the Law Society by the time specified by the Law Society, all additional documents and information specified by the Law Society relating to the requirement that I be of good character.

I, _____, solemnly declare that all information provided by me with respect to this application, and in the documents furnished in connection with this application, is true, accurate, and complete.

DECLARED BEFORE ME)

at _____ , _____)

on the _____ day of _____, 20____)

Signature of Applicant

Commissioner for Taking Affidavits

Print Name

(for office use only)

Approved by: _____ Approval date: _____