



THE LAW SOCIETY OF UPPER CANADA CHECKLIST TO THE APPLICATION FOR LICENCE (under the National Mobility Agreement and By-Law 4 s. 9 (2))

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>

Upon receipt of the completed application and the required fee, the Law Society will send you the reading materials and Reading Declaration. Once you have read and understood the reading materials, send the completed Declaration to the Administrative Compliance Department to certify that you have completed your reading requirement. The Law Society will then process the application.

Applicant's Checklist:

- A completed and original Application for Licence under the NMA and By-law 4 s. 9 (2)
- Two completed and original Certificates of Character and Reputation
- A non-refundable application fee of \$1450 + HST CDN funds (NOTE: When licensed, Law Society annual membership fees must be paid.)
- 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
- A completed and original Required Reading Declaration
- Additional pertinent documents to comply with specific application requirements
- Complete information regarding your work history for the last 5 years
- All applications and related information and documentation must be correct, complete and received by the Administrative Compliance Department no later than 15 business days prior to the applicant's anticipated licensing date**

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

THE LAW SOCIETY OF UPPER CANADA APPLICATION FOR LICENCE (under the National Mobility Agreement and By-Law 4 s. 9 (2))

PART A – APPLICANT INFORMATION

1. PERSONAL INFORMATION	4. CANADIAN MEMBERSHIP INFORMATION
First Name: _____ Middle Name(s): _____ Last Name: _____ Date of Birth: ____ / ____ / ____ DD MM YYYY Place of Birth: _____ (City/Country)	I am or have been a member of the following Canadian Law Societies: Law Society Name: _____ Year of Call: _____ Member Number: _____ Status: _____ Name called under (if different from personal information in question 1): _____
2. HOME CONTACT INFORMATION	5. MEMBERSHIP INFORMATION: OUTSIDE OF CANADA
Address: _____ _____ _____ Telephone Number: _____ Facsimile Number: _____ Email Address: _____	I am or have been a member of the following Law Societies outside of Canada : Law Society Name: _____ Year of Call: _____ Member Number: _____ Status: _____ Name called under (if different from personal information in question 1): _____
3. BUSINESS CONTACT INFORMATION	
Address: _____ _____ _____ Telephone Number: _____ Facsimile Number: _____ Email Address: _____	<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>

6. PROOF OF LEGAL NAME

<p>a)</p>	<p>Are you a Canadian citizen or permanent resident of Canada?</p> <p>If Yes: 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>If No: Contact the Administrative Compliance department of the Law Society at (416) 947-3315 before submitting your application.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>b)</p>	<p>Have you used another name or changed your name by court order, marriage, or other means?</p> <p>If Yes: 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 	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

<p>7. a)</p>	<p>I have a Canadian common law degree. Law School: _____ Graduation year: _____</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>7. b)</p>	<p>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><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>
<p>8.</p>	<p>I am currently authorized to practise law in a province or territory of Canada outside Ontario. Jurisdiction(s): _____</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>9.</p>	<p>I have been engaged in private practice, or as a sole practitioner in the last five years.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

Describe your work history (applies to all applicants):

Dates From/To (DD/MM/YY)	Employer/Firm Name	Describe your Position

18.	Have you ever been refused admission as a student-at-law, articled clerk or similar position in any professional 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, in relation to a Human Rights Code violation (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 Bankruptcy and Insolvency Act, 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

29.	<p>Name two members who are currently practising law from the jurisdiction in which you are a member, who will attest to your character and standing. Each person listed below must read your completed Application for Transfer and attach a copy of the completed Application for Transfer to the Certificate of Character and Reputation.</p> <p>Name: _____ Address: _____ _____ _____ _____</p> <p>Telephone Number: () _____</p> <p>Name: _____ Address: _____ _____ _____ _____</p> <p>Telephone Number: () _____</p>
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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

A Commissioner for Taking Affidavits

Print Name

(for office use only)

Approved by:

Approval date: