

**THE LAW SOCIETY OF UPPER CANADA  
APPLICATION FOR LICENSING  
FOLLOWING SURRENDER  
OF LICENCE AT LAWYER'S REQUEST**  
(sections 27 and 30 of the *Law Society Act* and By-law 4, Parts II and III)

**PART A – APPLICANT INFORMATION**

<b>1. PERSONAL INFORMATION</b>	<b>4. CANADIAN MEMBERSHIP INFORMATION</b>
First Name: _____ Middle Name(s): _____ Last Name: _____ Date of Birth: ____/____/____ <div style="text-align: center; margin-left: 100px;">DD      MM      YYYY</div> Place of Birth: _____ <div style="text-align: center; margin-left: 100px;">(City/Country)</div>	I am or have been a member of the following <b>Canadian</b> Law Societies:  Law Society Name: _____ Year of Call: _____ Member Number: _____ Status: _____  Name called under (if different from personal information in question 1): _____
<b>2. HOME CONTACT INFORMATION</b>	<b>5. MEMBERSHIP INFORMATION: OUTSIDE OF CANADA</b>
Address: _____ _____ _____ _____ Telephone Number: _____ Facsimile Number: _____ Email Address: _____	I am or have been a member of the following Law Societies <b>outside of Canada</b> :  Law Society Name: _____ Year of Call: _____ Member Number: _____ Status: _____  Name called under (if different from personal information in question 1): _____
<b>3. BUSINESS CONTACT INFORMATION</b>	<p><b>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.</b></p> <p><b><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.</b></p>
Address: _____ _____ _____ _____ Telephone Number: _____ Facsimile Number: _____ Email Address: _____	

**6. LAW SOCIETY MEMBERSHIP INFORMATION**

I was Called to the Bar on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YYYY

I surrendered my licence on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YYYY

Reason for surrender of licence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*To confirm dates, contact our Resource Centre at:  
416-947-3315 or 1-800-668-7380 Ext. 3315 or e-mail: [records@lsuc.on.ca](mailto:records@lsuc.on.ca)*

**7. PROOF OF LEGAL NAME**

Have you used another name or changed your name by court order, marriage, or other means?

YES  NO

**If Yes:** Provide a certified copy of a:

- Canadian Name Change Certificate; **OR**
- Canadian Marriage Certificate; **OR**
- Court Order

8(a). Do you have a bachelor of laws degree from a law school in Canada that was an accredited law school at the time you graduated?

YES  NO

8(b). Specify your degree:

LL.B  J.D.

9. The work that I plan to perform upon being licensed is:

- Sole practitioner in a law firm
- Partner in a law firm
- Employee/associate in a law firm
- Employed in education
- Employed in government
- Employed other (provide details) \_\_\_\_\_
- Practising law outside of Ontario
- Employed other outside of Ontario (provide details) \_\_\_\_\_
- Other (provide details) \_\_\_\_\_  
\_\_\_\_\_

10(a).Set out in full chronological order your work history from the date you were called to the Ontario Bar to the date you surrendered your licence.

<b>Dates</b> (MM/DD/YY)	<b>Nature of Work</b>	<b>Employer's Name and Address</b>
/ / to / /		
<b>Reason for leaving:</b>		
/ / to / /		
<b>Reason for leaving:</b>		
/ / to / /		
<b>Reason for leaving:</b>		

10(b).Set out in full chronological order your business or employment activities from the date you surrendered your licence to the present.

<b>Dates</b> (DD/MM/YY)	<b>Nature of Work</b>	<b>Employer's Name and Address</b>
/ / to / /		
<b>Reason for leaving:</b>		
/ / to / /		
<b>Reason for leaving:</b>		
/ / to / /		
<b>Reason for leaving:</b>		

11. List all addresses where you have resided (inside and outside of Canada) since you surrendered your licence to the Law Society.

Dates (MM/DD/YY)	Address
/ / to / /	
/ / to / /	
/ / to / /	

\*A civil court search (or equivalent) is required from each Canadian jurisdiction named in Q11.  
 \*A foreign criminal search is required for each jurisdiction outside of Canada named in Q11.  
 \*Documents may not be older than 60 days.

**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.*

<b>12.</b>	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
<b>13.</b>	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
<b>14.</b>	Has judgment ever been entered against you in an action involving fraud?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>15.</b>	Are there any outstanding civil judgments against you?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>16.</b>	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
<b>17.</b>	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

<b>18.</b>	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
<b>19.</b>	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
<b>20.</b>	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
<b>21.</b>	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
<b>22.</b>	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
<b>23.</b>	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
<b>24.</b>	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
<b>25.</b>	Have you ever been discharged from any employment where the employer alleged there was cause?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>26.</b>	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
<b>27.</b>	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
<b>28.</b>	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 – REQUIRED ATTACHMENTS

Required Attachment	I have included <b>all</b> of the following required attachments with my application ( <b>all necessary documentation must be enclosed unless not applicable where the N/A option exists</b> ):	Check all boxes ✓
Application Fee	Non-refundable licensing application fee of \$300 plus HST with the enclosed Fee Remittance form.	<input type="checkbox"/>
Outstanding Law Society Fees	<p>Outstanding annual Law Society fees owing from the time of my surrender of licence in the amount of \$ _____, with the enclosed Fee Remittance form.</p> <p style="text-align: center;"><b>OR</b></p> <p>I have contacted the Law Society's Resource Centre and confirmed that there are no outstanding annual fees owing from the time of my surrender of licence.</p> <p><i>*Contact information: 416-947-3315 or 1-800-668-7380 Ext. 3315 E-mail: records@lsuc.on.ca</i></p>	<input type="checkbox"/>  <input type="checkbox"/>
Current Annual Law Society Fees	<p><b>Note:</b> Law Society annual fees for the year in which you apply to be licensed will be payable prior to final approval for licensing. Contact the Law Society's Resource Centre for information on current fees payable.</p> <p><i>*Contact information: 416-947-3315 or 1-800-668-7380 Ext. 3315 E-mail: records@lsuc.on.ca</i></p>	<input type="checkbox"/>
<b>Q3 – Part II</b> Certificate(s) of Standing	<p>Certificate(s) of Standing or equivalent from each law society (excluding the Law Society of Upper Canada) and/or other professional regulatory body of which I am or have been a member/licensee.</p> <p><b>*Documents may not be older than 60 days.</b></p>	<input type="checkbox"/> <input type="checkbox"/> N/A
<b>Q9</b> LAWPRO Claims History and Premiums/Fees, Deductibles, Levies, Filings	<p>Original letter from LAWPRO with respect to the status of my Errors &amp; Omissions Claims History, and confirmation that Premiums/Fees, Deductibles, and/or Levies have been paid and applicable filings have been submitted.</p> <p><i>*Complete and fax the enclosed Request and Consent for LAWPRO information form (pg. 8)</i></p> <p><b>*Documents may not be older than 60 days.</b></p>	<input type="checkbox"/>
<b>Q10</b> Civil Actions Search	<p>Search result(s) from civil courts for each jurisdiction in which I have resided since my surrender of licence and, if applicable, copies of the related Statement(s) of Claim, Statement(s) of Defense, Court Order(s), or Judgment(s).</p>	<input type="checkbox"/>

	<p><i>*Searches can be obtained from each court office.</i></p> <p><i>*For jurisdictions that do not provide a civil court search, an equivalent will be accepted.</i></p> <p><i>*If the matter is ongoing, provide a copy of the Statement of Claim and if applicable, your Statement of Defense.</i></p> <p><i>*If the matter is completed, provide a copy of the Judgment, Order, or a copy of the Minutes of Settlement.</i></p> <p><b>*Documents may not be older than 60 days.</b></p>	
<p><b>Q12</b> CPIC Report</p>	<p>Canadian Police Information Centre report (C.P.I.C.).</p> <p><i>Contact your local police station to obtain this report.</i></p> <p><b>*Documents may not be older than 60 days.</b></p>	<input type="checkbox"/>
<p><b>Q12</b> Criminal Conviction Details</p>	<p>Criminal Conviction details from any jurisdiction in which I have resided since I surrendered my licence.</p> <p><i>* If you have been convicted or found guilty of a criminal offence, you must provide a certified copy of the information and/or indictment along with a transcript of the Guilty Plea and Sentencing Proceedings. In the event the matter proceeded by way of a trial, provide a transcript of the Judge’s Reasons for Judgment and Sentencing. In the event the courts made an Order(s) of Restitution, provide evidence that the Order(s) has/have been satisfied.</i></p> <p><b>*Documents may not be older than 60 days.</b></p>	<input type="checkbox"/> <input type="checkbox"/> N/A
<p><b>Q12</b> Pardon Details</p>	<p>Pardon from Criminal Conviction.</p> <p><i>*If you obtained a Pardon from a criminal conviction, the Law Society will require adequate information by way of court records or transcripts in order to make an appropriate assessment as to whether the pardoned conviction adversely impacts the application for licensing.</i></p> <p><b>*Documents may not be older than 60 days.</b></p>	<input type="checkbox"/> <input type="checkbox"/> N/A
<p><b>Q12</b> Foreign Criminal Search</p>	<p>Criminal Record Search from foreign jurisdiction outside of Canada where I have resided since I surrendered my licence.</p> <p><i>*If you have resided outside of Canada, provide the results of a criminal record search from each applicable foreign jurisdiction.</i></p> <p><b>*Documents may not be older than 60 days.</b></p>	<input type="checkbox"/> <input type="checkbox"/> N/A
<p><b>Q13</b> Bankruptcy Search</p>	<p>Results of a search with the Office of the Superintendent of Bankruptcy Canada and all other jurisdictions outside of Canada where I resided since I surrendered my licence.</p> <p><i>*If applicable provide supporting documentation.</i></p> <p><b>*Documents may not be older than 60 days.</b></p>	<input type="checkbox"/>

**PART D – 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, \_\_\_\_\_, solemnly declare that all information provided by me in this application or supplemental thereto, and in the documents furnished in connection with this application, is true, complete, and accurate.

**DECLARED BEFORE ME** )

**at** \_\_\_\_\_ , \_\_\_\_\_ )

**on the** \_\_\_\_\_ **day of** \_\_\_\_\_ , **20** \_\_\_\_\_ )

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**(Commissioner for Oaths or Notary Public)**

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*(office use only)*

*Approved by:*

*Approval date:*

**Obtaining your LAWPRO Claims History**

Fax or mail this page directly to LAWPRO using the contact information below:

**3101 - 250 Yonge Street  
P.O. Box 3  
Toronto, ON M5B 2L7**

Request that LAWPRO mail the information directly to you. Once received, forward the original letter and claims history along with your completed application package to the Law Society.

All questions pertaining to this page should be directed to LAWPRO at:  
**416-598-5899 or 1-800-410-1013 or E-mail: service@lawpro.ca**

***\*Do not submit an e-mail response pertaining to your Claims History. An original letter that may not be older than 60 days is required.***

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**ATTENTION:** LAWYERS' PROFESSIONAL INDEMNITY COMPANY

**FAX #:** (416) 599-8341 or 1-800-286-7639

**FROM:** \_\_\_\_\_

**LAW SOCIETY #:** \_\_\_\_\_

**APPLICANT'S MAILING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RE: REQUEST AND CONSENT FOR LAWPRO INFORMATION**

Using the mailing address provided above, I hereby direct the Lawyers' Professional Indemnity Company to provide me with a report on my claims history since I was called to the bar/licensed on \_\_\_\_/\_\_\_\_/\_\_\_\_, and information regarding any outstanding Errors & Omissions, Premiums/Fees, Deductibles and/or Levies.

In addition I hereby authorize Law Society's staff to review all of my open and closed claim files.

This Consent is valid only for the purposes of the processing of my application for licensing to The Law Society of Upper Canada.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

## ADDITIONAL INFORMATION

### **By-law 4, Part II**

In accordance with By-Law 4, Part II, lawyers will be required to sign an Affidavit for Taking the Oath to be licensed to practise law in Ontario, which will be sent to you by mail.

### **Private Practice Re-entry Requirement**

On April 24, 2008, Convocation approved a new private practice re-entry requirement for lawyers re-entering private practice.

The Law Society requires lawyers who are returning to private practice as sole practitioners, or in a firm of five or fewer lawyers, after an absence of 48 months over the past five years, to undergo a practice management review within 12 months of establishing their practice.

Lawyers returning to private practice will receive a package of materials designed to assist them in establishing their practices. The package includes educational tools and guides based on the Practice Management Guidelines, self-assessment tools, and The Lawyer's Bookkeeping Guide.

<b>Application Process</b>	
<b>Mail to:</b>	<b>Review and Approval:</b>
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