



Legal Profession Admission Board

Application for admission as a lawyer for applicants never previously admitted anywhere (Form 10)

Use this form if **you have never previously been admitted as a lawyer anywhere** (including anywhere in Australia or another country).

If you have been previously admitted as a lawyer anywhere outside Australia or New Zealand, please use **Form 11**.

If you have been admitted as a lawyer in New Zealand you must apply to the Supreme Court of NSW under the *Trans Tasman Mutual Recognition Act (NSW) 1996*. If you have been admitted in another Australian state or territory please contact either the NSW Bar Association or the Law Society of NSW.

Please read the instructions in this form carefully

The instructions will help you complete the form correctly.

Please ensure you complete every question on every page of the form.

Your application may be delayed if you have not followed the instructions or not completed every question.

You can fill in the form electronically, and then print it out to sign. Or you can print the form, and fill it in by handwriting.

Attach all the required documentation

The form will indicate which documents you are required to attach to your application, according to your own particular circumstances.

Please ensure you attach all the required documentation. Your application cannot be processed if any of your documentation is missing. If the form specifies that the document must be **original**, then only an **original** will be accepted.

The checklist at Part L of the form will help you check that you have attached all the required documentation.

Sign your form in front of an authorised witness

You must sign the statutory declaration at the end of the form, in the presence of an authorised witness. Authorised witnesses include either a Justice of the Peace or an Australian legal practitioner. More information is at Part K of the form.

Send us your form with your fee payment

The application fee is notified on the Board's website. Payment may be made by credit card (Mastercard or Visa only), bank cheque, solicitor firm cheque*, money order, or cash/EFTPOS (cash/EFTPOS hand delivery only). A credit card payment form is available at www.lpab.justice.nsw.gov.au

Send your completed form, together with your required documentation and your payment of the admission fee, to the Legal Profession Admission Board at either:

Post GPO Box 3980, Sydney NSW 2001

DX DX 602 SYDNEY

Hand delivery only Level 4, 37 Bligh Street, Sydney NSW 2000

* Personal cheques not accepted



Application for admission as a lawyer

for applicants never previously admitted anywhere

(Form 10)

Preferred admission ceremony date (dd/mm/yyyy)

PART A: Personal details

Q.1 Your name

Title (*Mr/Mrs/Ms etc*)

Given names

Surname



Important note: You will be admitted as a lawyer in the name that is shown on your academic transcript. If you have changed your name and wish to be admitted in your new name, you should either:

- contact the issuer of your academic transcript to have it re-issued in your new name **OR**
- produce for inspection the **original** of either i) your marriage certificate, or ii) your change of name certificate (issued by a Registry of Births, Deaths and Marriages in any Australian state or territory).

Q.2 Date of birth

(dd/mm/yyyy)

Q.3 Contacts Address

Email

Home

Work

Mobile

OFFICE USE ONLY

Yes No N/A Sent Rec'd

All Parts?

☐☐

Name (A): check F10 against actr, NPC, SCR

☐☐

Fee: Paid?

☐☐

Ac qual (B): Complete?.....

☐☐

Adv standing?

☐☐☐

PLT qual (C): Complete?.....

☐☐

Stale (B&C):

☐☐☐

IELTS (D):

☐☐☐

NPC (E): Aus

☐☐

O/S (if applicable)

☐☐☐

Clear?

☐☐

SCR (F): Clear?

☐☐☐

Suit (G): Clear?

☐☐

Disclosure (H): Write disclosure or N/A

3a/3b x 2 (J)

☐☐

Sig/Witness (F,K)

☐☐

Title Given names
Surname

PART B: Academic qualifications

Q.4 Did you obtain your academic qualification in law in Australia?

- ☐ No ► Go to Q.5 below
- ☐ Yes ► Please enter the details of your qualification below

Name of educational institution

Name of degree/or qualification

Year completed

Please attach evidence of your qualification

The type of evidence you are required to attach depends on where you obtained your qualification.
Tick one box only, and attach the required evidence.

☐ i. Board's Diploma in Law course

(You do not need to attach evidence,
but please enter your student-at-law number here)

☐ ii. An accredited educational institution in Australia

(You must attach an **original** official transcript of academic record which shows you have completed the requirements for the degree. Please note the Board does not accept the Australian Higher Education Graduation Statements (AHEGS).

Q.5 Complete this question if you have had your overseas qualifications assessed in Form 16 and have satisfied any further academic requirements.

Did you satisfy further academic requirements through the LPAB?

- ☐ Yes ► Please enter your student number here:
- ☐ No ► You must attach a copy of the Board's final letter of assessment of your qualification.
(For more information about assessments, see the Guide for Applicants at:
www.lpab.justice.nsw.gov.au)

Q.6 Did the final year of enrolment in your qualification fall within the five calendar years preceding the date of your application for admission?

- ☐ Yes ► Go to Part C
- ☐ No ► Did you satisfy any further study with the LPAB?
- ☐ Yes ► Please insert your student number here:
- ☐ No ► You must attach a copy of the Board's final letter of assessment of your qualification.
(For more information about assessments, see the Guide for Applicants at:
www.lpab.justice.nsw.gov.au)

Title

Given names

Surname

PART C: Practical legal training

Q.7 Please indicate how you have met the practical legal training requirements

(Tick one box only, and attach the required evidence)

- ☐ i. I completed a course of practical legal training offered by a provider accredited by the Board
(You must attach an **original** transcript, certificate or letter from the course provider, which shows you completed the requirements of the course).

Please also enter the details of the course here:

Name of practical legal training provider

Name of course

Year completed

- ☐ ii. I am at least 30 years of age and have completed either 1) 7 years service as a NSW government employee performing legal services or 2) 15 years service in NSW courts administration and have been exempted by the Board from some or all practical training.

You must attach:

- 1) a copy of the Board's letter granting exemption, and
- 2) evidence that you have completed approved coursework and examinations in any competencies from which you have not been exempted.

Q.8 Did the year in which you completed the practical legal training requirements fall within the five calendar years preceding the date of your application for admission?

☐ Yes ► Go to Part D

☐ No ► You must attach:

- 1) a copy of the Board's final letter of assessment of your practical training AND
- 2) evidence of completion of any competencies you were required to undertake.

(For more information about assessments, see the Guide for Applicants at:

www.lpab.justice.nsw.gov.au)

Title

Given names

Surname

PART D: English language proficiency

Q.9 Did you obtain your academic qualification in law from an educational institution that is based in Australia?

- ☐ Yes ► *Go to Part E*
- ☐ No ► *You must complete Q.10 below*

Q.10 Did you undertake your academic qualification in law entirely in one or more of the countries listed below, and did you live in that country or countries for the entire duration of those studies?

Canada
 New Zealand
 Republic of Ireland
 South Africa
 United Kingdom and Northern Ireland
 United States of America

- ☐ Yes ► *Go to Part E*
- ☐ No ► *You must complete Q.11 below*

Q.11 If you answered 'No' to Questions 9 and 10, you must attach either your **original IELTS Academic Test Report Form** (IELTS is the International English Language Testing System) or the Board's letter exempting you from the IELTS requirement.

Your IELTS Test Report Form must show that:

- you undertook the 'Academic' test (and not the 'General Training' test)
- your test result is no more than two years old
- you achieved specified minimum scores, or higher, as shown in the table below:

Test area	Minimum score
Listening	7.0
Reading	7.0
Writing	8.0
Speaking	7.5
Aggregate	8.0

IELTS has more than 1,000 test centres and locations in more than 140 countries. There are 49 locations in Australia.

For more information including dates of tests, costs and the location of test centres, visit www.ielts.org

Title

Given names

Surname

PART E: Any criminal history

Q.12 Attach an original Australian National Police Certificate

You must attach to your application an **original** Australian National Police Certificate, which shows whether or not you have any criminal history in Australia.

Your National Police Certificate must:

- be dated no earlier than 6 months prior to the date your application is received
- include all previous names by which you have been known
- be a type of certificate that includes spent convictions.

A 'spent conviction' involves a minor offence which, after a specified crime-free period, may no longer need to be disclosed in certain circumstances. However, **even spent convictions must be disclosed** when applying for admission as a lawyer, due to clause 6 of the *Criminal Records Regulation 2014* (NSW).

If you reside in NSW and you are currently in Australia, you can apply online for a National Police Check through the NSW Police Force website www.police.nsw.gov.au by using the [online form](#).

In the online application form, you should request a 'Name and Date of Birth Check'. When the online form prompts you to enter the purpose of the check, you should select 'Other', and then type in the text 'Admission as lawyer'.

If you reside in Australia but not in NSW, you should apply for a National Police Check through the local police force of the state or territory in which you currently reside.

When applying, you should request a 'Name and Date of Birth Check' (or the local equivalent) and ensure that the type of check you request is one which will disclose any spent convictions on your record.

If you are not physically located in Australia, you cannot apply online for a National Police Check through any state or territory police force. Instead you must apply through the website of the Australian Federal Police (AFP) at www.afp.gov.au by using the [online form](#).

For more information about National Police Checks see the Guide for Applicants at: www.lpab.justice.nsw.gov.au

Q.13 Did you obtain an academic qualification in law* outside Australia AND/OR have you resided** in a jurisdiction outside Australia for more than 2 years** after the age of 18?

☐ No ► [Go to Part F](#)

☐ Yes ► Name the jurisdiction(s) in which you obtained an academic qualification in law* and/or all jurisdictions outside Australia in which you have resided** for more than 2 years** after the age of 18. You must also attach an **original** report from the police in each of these jurisdictions, whether or not you have any criminal history in any jurisdiction.

* This is required even if you have gone on to obtain an Australian academic qualification that satisfies admission requirements in Australia.

** For a definition refer to the section on police reports in the Guide for Applicants at: www.lpab.justice.nsw.gov.au

Title	<input type="text"/>	Given names	<input type="text"/>
		Surname	<input type="text"/>

PART F: Student conduct

Q.14 Have you ever been the subject of any disciplinary action by the tertiary institution(s) at which you obtained your academic qualification in law that you rely on for admission or any practical legal training provider, in relation to your student conduct?

- ☐ Yes ► If yes, you must attach an **original** student conduct report from each institution or provider which subjected you to any disciplinary action in relation to your student conduct.
The report(s) must be dated no earlier than 6 months prior to the date your application is received.
For more information about obtaining student conduct reports, see the Guide for Applicants at:
www.lpab.justice.nsw.gov.au

- ☐ No ► Go to Q.15



Warning: Random audits are conducted

The Legal Profession Admission Board will obtain student conduct reports, directly from institutions or providers, in relation to a random selection of applicants.

Your application may be selected for a random check, regardless of whether or not you have disclosed that you were subject to disciplinary action in relation to your student conduct.

Your signed consent to the Board obtaining your student conduct reports directly from any relevant institution or provider is required as a condition of the processing of your application. If the Board obtains your reports directly, the Board will meet the cost itself.

Q.15 Please complete and sign the consent below

I, the undersigned, consent to the Legal Profession Admission Board obtaining student conduct reports about me directly from any tertiary institution or practical legal training provider which I have attended at any time in the past.

Title	<input type="text"/>	Given names	<input type="text"/>
		Surname	<input type="text"/>

Date of birth (dd/mm/yyyy)

Institution Student No.

PLT Provider Student No.

Signature

Title

Given names

Surname

PART G: Suitability for admission

Note: Please tick **either** 'Yes' or 'No' in relation to every question.

Your application will be delayed if you have not answered every question, or if any of your answers is not clear.



Warning: You must answer truthfully and completely

Part K of this form requires you to make a statutory declaration that all the information you have provided in your application is true and complete to the best of your knowledge. This includes your answers in this Part G. It is a serious criminal offence to make a false statutory declaration. The penalties include imprisonment for up to five years.

Q.16 Have you ever previously applied for, been admitted or refused admission as a lawyer in any jurisdiction in Australia or in a foreign country? ☐ Yes ☐ No

Q.17 Have you ever been found guilty of an offence, including a spent offence, in Australia or in a foreign country? ☐ Yes ☐ No

You must answer 'Yes' even if:

- the offence was dismissed without conviction under section 10 of the *Crimes (Sentencing Procedure) Act 1999* (NSW) or an equivalent provision in the relevant jurisdiction, or
- the conviction has become 'spent'.

Q.18 Have you ever been a bankrupt or subject to an arrangement under Part 10 of the *Bankruptcy Act 1966* (Cth)? ☐ Yes ☐ No

Q.19 Have you ever been an officer of a corporation that has been wound up in insolvency or under external administration? ☐ Yes ☐ No

Q.20 Have you ever been the subject of any disciplinary action, howsoever expressed, in any profession or occupation in Australia or in a foreign country, whether or not involving an adverse finding against you? ☐ Yes ☐ No

Q.21 Are you or have you ever been the subject of disciplinary action in a tertiary education institution in Australia or in a foreign country that involved an adverse finding? ☐ Yes ☐ No

Q.22 Have you ever practised law in Australia or a foreign country when not permitted by or under a law of that country to do so or in contravention of any condition of permission to practise? ☐ Yes ☐ No

Q.23 Are you or have you ever been the subject of an unresolved investigation, a charge, an order or a complaint under the *Legal Profession Uniform Law Application Act 2014*, *Legal Profession Uniform Law* (NSW), a corresponding previous Act, a corresponding Australian law or a corresponding foreign law? ☐ Yes ☐ No

Q.24 Are you or have you ever been subject to an order under the *Legal Profession Uniform Law* (NSW), *Legal Profession Uniform Law Application Act 2014*, a law of the Commonwealth or a corresponding law disqualifying you from being employed by an Australian legal practitioner or from managing an incorporated legal practice? ☐ Yes ☐ No

Q.25 Have you ever contravened a law about trust money or trust accounts in Australia or in a foreign country? ☐ Yes ☐ No

Q.26 Are you aware of any matter or circumstance that might affect your good fame and character or your suitability to be admitted as a lawyer? ☐ Yes ☐ No

Q.27 Are you aware of any circumstance or matter that might affect your ability to satisfactorily carry out the inherent requirements of practice as an Australian legal practitioner? ☐ Yes ☐ No

Title

Given names

Surname

PART H: Any disclosures



Note: You must disclose the details of any matter(s) which:

- might be relevant to the Legal Profession Admission Board's consideration of whether or not you are a fit and proper person to be admitted as a lawyer, and/or
- a reasonable applicant would consider that the Board might regard as not being favourable to you when considering whether or not you are a fit and proper person to be admitted as a lawyer.

This includes the details of any matters for which you have ticked 'Yes' in Questions 16 to 27 in Part G.

Before completing Q.28 below, you should read the [Disclosure Guidelines for Applicants for Admission to the Legal Profession](#).

Q.28 Do you have anything to disclose, in accordance with the Disclosure Guidelines?

☐

Yes ► *If yes, you must provide a disclosure statement at Part I setting out the full details of the circumstances of the matter(s) you are disclosing.*

You must also give a copy of your disclosure statement to each of your character referees.

☐

No ► *Go to Part J*



Warning: Attempts to mislead may have serious consequences

A lack of candour or any attempt to mislead the Board may result in your application being deferred or refused. If a matter is not disclosed at the time you apply for admission but subsequently comes to light it may lead to your name being struck off the Roll of Lawyers. You have an ongoing obligation of disclosure to the Board whilst your application is in progress. If any relevant matter occurs subsequent to your signing your application, you must notify the Board in writing in a statutory declaration.

Title

Given names

Surname

PART I: Disclosure statement

 **Note:** If you have anything to disclose in accordance with the Disclosure Guidelines, you must:

- provide a disclosure statement in the space below, setting out the full details of the circumstances of the matter(s) you are disclosing, and
- attach any available documentary evidence (originals or certified copies).

If the space below is not sufficient, you must provide your disclosure statement in a separate, original statutory declaration. A template for a NSW statutory declaration may be downloaded from www.lpab.justice.nsw.gov.au

If you do not have anything to disclose, you should cross out the space below.

Title

Given names

Surname

PART J: Character references



NOTE: You must attach to your application two **original** character references.

Each character reference must:

- be made by a person who is not related to you by blood, marriage or as a domestic partner
- be made by a person who has known you for at least 2 years
- include a statement to the effect that the referee has read any disclosure statement you have made in association with your application
- be made by statutory declaration, in the presence of an authorised witness
- use either Form 3A (if you made a disclosure) or Form 3B (if you did not make any disclosure).

Form 3A and Form 3B may be downloaded from www.lpab.justice.nsw.gov.au

Guidance for character referees may be downloaded from www.lpab.justice.nsw.gov.au

Title Given names
Surname

PART K: Declaration and consent

Statutory Declaration – Oaths Act 1900 (NSW) Eighth Schedule

You must sign this declaration and consent in the presence of an authorised witness.

Authorised witnesses include:

- an Australian Legal Practitioner (anywhere in Australia)
- a Justice of the Peace for New South Wales (anywhere in New South Wales)
- a Justice of the Peace for another Australian state or territory (in that other state or territory).

You can find a Justice of the Peace in NSW by searching the [online public register](#) of JPs.

I,
(Given names of applicant) (Surname of applicant)

do solemnly and sincerely declare that:

- a. my answers to all questions on this form are true and complete
- b. I have read and understood the [Disclosure Guidelines](#) for applicants for admission
- c. I consent to the Legal Profession Admission Board making further enquiries about me, obtaining documents/certificates directly from third persons under the Uniform Admission Rules and providing information in this form to other admitting authorities

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900* (NSW).

Declared at (place) on (date) (dd/mm/yyyy)

Signature (applicant)

in the presence of an authorised witness, who states:

I,
(name of authorised witness) (type of authorised witness and registration no.)

certify the following matters concerning the making of this statutory declaration by the person who made it:
(*please cross out any text that does not apply)

1. *I saw the face of the person **OR** *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, **AND**
2. *I have known the person for at least 12 months **OR** *I have confirmed the person's identity using an identification document and the document I relied on was:

Describe the identification document relied on:

Signature (authorised witness) on (date) (dd/mm/yyyy)



Note regarding making statutory declarations outside Australia

Where a declaration is made in a foreign country, it must be made either:

- pursuant to the equivalent local law, or
- in an Australian Consulate before a Consular Officer pursuant to the *Statutory Declarations Act 1959* (Cth)

If you make the declaration pursuant to the equivalent local law, the statutory provision to which the declaration was made must be included.

Title

Given names

Surname

PART L: Checklist

Please ensure you have:

- completed all parts of the form,
- signed the consent in Part F
- signed the declaration and consent in Part K in front of an authorised witness
- included your name on the top of each page in the space provided.

Documents to be attached:

- ☐ Fee: Credit card payment form (Visa/Mastercard only); cheque*, money order or cash (cash: in person only)
- ☐ Q.1: **Original** change of name certificate (if applicable)
- ☐ Q.4ii: **Original** transcript of academic record showing completion of degree
- ☐ Q.5: Copy of the Board's final letter of assessment (if you answered 'No')
- ☐ Q.6: Copy of the Board's final letter of assessment (if you answered 'No')
- ☐ Q.7i: **Original** transcript, certificate or letter of completion of practical legal training course
- ☐ Q.7ii: Copy of the Board's letter granting exemption and **original** evidence of completion of approved coursework and examinations
- ☐ Q.8: Copy of the Board's final letter of assessment and evidence of completion of any competencies you were required to undertake (if you answered 'No')
- ☐ Q.11: **Original** IELTS academic test report OR copy of the Board's letter of exemption (if applicable)
- ☐ Q.12: **Original** Australian National Police Certificate
- ☐ Q.13: **Original** police report from each jurisdiction in which you have resided for more than 2 years after the age of 18 (if you answered 'Yes').
- ☐ Q.14: **Original** student conduct report(s) (if you answered 'Yes')
- ☐ Part I: **Original** disclosure(s) statement by statutory declaration (if space provided on the form is insufficient for your disclosure)
- ☐ Part J: **Original** character references x 2

* Bank cheques or solicitor firm cheques only, personal cheques not accepted.