



Law Society of Ireland

Blackhall Place, Dublin 7, tel 01 672 4802, fax 01 672 4803
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From the Law School

QUALIFIED LAWYERS TRANSFER TEST REGULATIONS

This form is for use by the following qualified lawyers who wish to apply to go on the Roll of Solicitors in the Republic of Ireland:

This form is for use by the following qualified lawyers who wish to apply to go on the Roll of Solicitors in the Republic of Ireland:

- i. A person whose **first** place of qualification as a solicitor¹ is England and Wales
- ii. A person whose **first** place of qualification as a solicitor² is Northern Ireland
- iii. A person whose subsequent place of qualification as a solicitor is England and Wales and has **three years post qualification** experience in England and Wales
- iv. A person whose subsequent place of qualification as a solicitor is Northern Ireland and has **three years post qualification** experience in Northern Ireland

¹ If were formerly called to the bar, you must have three years post-qualification experience in England and Wales to avail of the direct reciprocity ruling

² If were formerly called to the bar, you must have three years post-qualification experience in Northern Ireland to avail of the direct reciprocity ruling

When completed this form should be returned to:

Philomena Whyte, The Law School, Law Society, Blackhall Place, Dublin 7

Any enquiries please telephone 01 672 4802 or e-mail:- p.whyte@lawsociety.ie

IMPORTANT: You must submit the following documents with the completed application form (If these documents are not in English, a certified translation must also be provided)

1. A certified copy of your original certificate(s) evidencing your professional qualification(s).
2. A certified copy of your original certificate(s) showing the higher education academic qualifications that you have been awarded.
3. An **original** certificate of good standing from your professional body in the jurisdiction(s) you have been admitted. The Law Society of Ireland must receive this certificate no more than three months after its date of issue.
4. Three character references. All referees, who may not be members of your family, must have known you well for two years or more and the reference should so state. Two of the references must be from practising solicitors of at least five years standing in the Republic of Ireland or in the jurisdiction where you are already qualified and both referees should confirm this fact in the reference. If you are currently in employment one of the referees must be from your current firm (even if you have been with the firm for less than two years).
5. An affidavit in the form attached averring that you have never been bankrupt in your home or in any other jurisdiction and that you have never compounded with your creditors (assuming this to be the case).
6. Proof that you are a national of an EU or EFTA Member State (eg certified copy of passport)
7. A fee of **€300**. Cheques should be made payable to the Law Society of Ireland. Please note this payment must be made in Euros, not its equivalent in another currency.

In order to prepare your certificate, we require your name and permanent address.

Please ensure that the details supplied at points (1) (2) (3) and (5) below are those which you wish to appear on your Certificate of Admission.

An application to have your certificate re-written incurs a 65 Euro administration fee.

APPLICATION FORM

1. **TITLE** (e.g. Mr, Ms, Mrs, Miss) _____

2. **SURNAME:** _____

3. **FORENAMES:** _____

4. **DATE OF BIRTH:**

Day	Month	Year

5. **PERMANENT ADDRESS:** _____

6. **ADDRESS TO WHICH ALL CORRESPONDENCE SHOULD BE SENT** (if different from permanent address)

7. **TELEPHONE NO:** (office hours) _____

FAX NO: _____

8. **NATIONALITY:** _____

9. Please provide titles and details of all professional qualifications held and the jurisdictions in which they were gained.

Title	Jurisdiction	Date of Admission / Call
e.g. Solicitor	e.g. Republic of Ireland	e.g. admitted to Roll of Solicitors 1.1.00

10. Professional Examinations passed and courses attended (i.e. Solicitors Qualifying Examinations):

College/Centre where the course was taught and/or examinations sat	Title of Qualification Awarded	Date Certificate Awarded

11. Degrees, Diplomas held:

University/College	Title of Qualification	Date Course Commenced	Date Certificate Awarded

Certified copies of all of the above original certificates should be submitted with your application.

IMPORTANT NOTE:

The certificate must state that the copy is a true copy of the original and that the original has been produced to the person so certifying. In the case of degree and admission certificates applicants may supply certified copies.

Copies may be certified by one of the following:

- a practising lawyer in the applicant's original jurisdiction, or
- a practising lawyer admitted in the Republic of Ireland

PLEASE MAKE THE FOLLOWING DECLARATIONS:

12. Have you ever been made bankrupt? Yes [] No []

If YES please supply details on a separate sheet and state whether you have been discharged and, if so, when.

13. Do you have a conviction, or a charge pending, for any crime (other than a motoring offence not resulting in disqualification) or has the Probation Act been applied in respect of any charge against you?

Yes [] No []

If YES please supply details on a separate sheet and you should ensure that at least one of your referees is a person who has full knowledge of the conviction(s) and that this is indicated in their reference.

14. Have you at any time been found guilty of professional misconduct by a disciplinary tribunal or are any proceedings before a disciplinary tribunal pending?

Yes [] No []

If YES please supply details on a separate sheet

15. Have you at any time been suspended from professional practise by your professional body?

Yes [] No []

If YES please supply details on a separate sheet

16. Have you made an application to the Honorable Society of Kings Inns to qualify as a barrister in the Republic of Ireland?

Yes [] No []

If YES please supply details on a separate sheet

17. Have you now, or have you had, any mental illness or psychiatric disturbance?

Yes [] No []

If YES please supply details on a separate sheet

18. PROFESSIONAL TRAINING, PRACTICE AND EXPERIENCE

Please provide details of your professional training, practice and experience to date. If you have been out of legal practice for any period since your qualification please provide details.

Full name & Address of Supervising/Training Master/ Employer/Place of Practice	Dates (month – year)	Nature of duties and areas of law covered

REFEREES

23. Please provide references from three referees, two of whom must be practising solicitors of at least five years standing either in the Republic of Ireland or in the jurisdiction where you are already qualified. All referees must have known you well for two years or more. If you are currently in employment one of the referees must be from your current firm (even if you have been with the firm for less than two years).

REFEREE ONE:

NAME:	
ADDRESS:	
OCCUPATION:	

REFEREE TWO:

NAME:	
ADDRESS:	
OCCUPATION:	

REFEREE THREE:

NAME:	
ADDRESS:	
OCCUPATION:	

IMPORATANT:

Please remember two of the references must be from practising solicitors of at least five years standing in the Republic of Ireland or in the jurisdiction where you are already qualified and **both referees should confirm this fact in the reference.**

ORIGINAL references MUST be enclosed with your application.

I understand that the Law Society of Ireland must be advised if, prior to my admission to the Roll of Solicitors, I am convicted of an offence in any Court (other than a motoring offence not resulting in disqualification).

I therefore undertake that I will notify the Society of any such convictions after the time of this application.

I also undertake to advise the Society if I become bankrupt or if I am found guilty of professional misconduct or if any proceedings are taken against me.

Signature of Applicant: _____

Date: _____

I hereby apply for a certificate of having fulfilled the requirements enabling me to apply to the President of the High Court for admission to the Roll of Solicitors in the Republic of Ireland and sincerely declare that the facts set out by me in support of the above application are true. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Signature of applicant: _____

Declared before me by the said _____
who is personally known to me at _____ this
_____ day of _____ 20_____.

COMMISSIONER FOR OATHS/LAWYER EMPOWERED
TO ADMINISTER OATHS OR TAKE DECLARATIONS.

AFFIDAVIT OF SOLVENCY

I, _____ of _____
_____ aged eighteen years and
upwards hereby make oath and say:

1. I have never been adjudicated bankrupt in the jurisdiction of _____
[jurisdiction in which you reside] or any other jurisdiction.

2. I have not either in the jurisdiction of _____ [jurisdiction in
which you reside] or in any other jurisdiction compounded with or entered into any
arrangements with my creditors.

[DEPONENT]

SWORN at _____
this _____ day of _____ 20__
before me a Commissioner for
Oaths/Lawyer empowered to administer
Oaths and I know the Deponent.

COMMISSIONER FOR OATHS.

WHAT HAPPENS NEXT ?

Should we require any further details, we will write again requesting same.

Once we have all the documents we require, we will issue your Certificate of Admission.

This process can take approximately 8 weeks in total.

If any part of your application is incomplete this WILL delay your application