



**QUALIFIED LAWYERS TRANSFER TEST REGULATIONS**  
**CERTIFICATE OF ADMISSION**

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 solicitor<sup>1</sup> is England and Wales
- ii. A person whose **first** place of qualification as a solicitor<sup>2</sup> 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

<sup>1</sup> If were formerly called to the bar, you must have three years post-qualification experience in England and Wales to avail of the mutual recognition.

<sup>2</sup> If were formerly called to the bar, you must have three years post-qualification experience in Northern Ireland to avail of the mutual recognition.

**When completed this form should be returned to:**

**Philomena Whyte, Admissions Administrator the Roll of Solicitors, The Law School,  
The Law Society of Ireland, Blackhall Place, Dublin 7**

**Any enquiries please telephone 01 672 4802 or e-mail:- [p.whyte@lawsociety.ie](mailto: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** can be paid by EFT.

Please note this payment must be made in Euros, not its equivalent in another currency.

Bank of Ireland, College Green, Dublin 2  
Account name: The Law Society of Ireland  
Account number: 16304279  
Branch code:90-00-17  
IBAN: IE09 BOFI 9000 1716 3042 79  
BIC: BOFIE2D

Please ensure you make reference to your name followed by ROS.

**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.

**Any variations to the criteria set out in the Certificate of Admission application form will require a written application to the Education Committee for a decision. This may delay the processing of an application. The Committee's decision is final. The fee is €75.**

Please see below, section 23, for reference requirements. Three character references are required – **they should make reference to your competence to practice.**

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 must confirm this fact in the reference. \* Your jurisdiction of qualification must be a jurisdiction which Ireland has a mutual recognition with (see above).

If you are currently in employment one of the references must be from your current employer (i.e. the person to whom you report), even if you have been with the firm for less than two years. References from colleagues in this regard are not acceptable.

**APPLICATION FORM**

1. TITLE (e.g. Mr, Ms, Mrs, Miss) \_\_\_\_\_

2. SURNAME: \_\_\_\_\_

3. FORENAMES: \_\_\_\_\_

4. DATE OF BIRTH:

Day	Month	Year

5. PERMANENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. ADDRESS TO WHICH ALL \_\_\_\_\_

CORRESPONDENCE SHOULD \_\_\_\_\_

BE SENT (if different from \_\_\_\_\_

permanent address) \_\_\_\_\_

\_\_\_\_\_

7. TELEPHONE NO: \_\_\_\_\_

(office hours)

Email Address: \_\_\_\_\_

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.

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

19. Are you entitled to practise in your home jurisdiction? **Yes [ ] or No [ ]**

20. If you are not entitled to practise in your home jurisdiction (e.g. because you do not hold a current practising certificate or you are not on the current practising list) please provide an explanation below stating:

- (i) The reason why you are not entitled to practise in your home jurisdiction;
- (ii) Whether you know of any reason why, if you were to apply to become entitled to practise in your home jurisdiction, such an application would be refused.

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21. It would be helpful for the Law Society if you would indicate your intentions as to practise or employment following your admission to the Roll of Solicitors in the Republic of Ireland.

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22. Please provide any further information as to character, qualifications or experience which you think should be taken into consideration.

(Continue on a separate sheet if necessary.)

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## 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:

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>OCCUPATION:</b>	

### REFEREE TWO:

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>OCCUPATION:</b>	

### REFEREE THREE:

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>OCCUPATION:</b>	

**IMPORTANT: Original references must be enclosed with your application.**

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.

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.

\_\_\_\_\_  
at \_\_\_\_\_ [DEPONENT]

SWORN  
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**