



CERTIFICATE OF ELIGIBILITY

Application fee is €450

WHO IS ELIGIBLE TO APPLY:

1. Admitted as an attorney in New York (with one year post qualification experience 'PQE' in New York)
2. Admitted as an attorney in California.
3. Admitted as an attorney in Pennsylvania (with five years 'PQE' in Pennsylvania).
4. Admitted as a solicitor in NSW (and other Australian States – provided an applicant is eligible to practice in NSW).
5. Admitted as a solicitor in New Zealand.
6. Admitted as a lawyer in an EFTA member state ie Iceland, Liechtenstein, Norway, Switzerland.
7. Admitted as a barrister in England & Wales.
8. Admitted as a lawyer in a EU member state ie Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Scotland, Slovakia, Slovenia, Spain, Sweden.

THE FOLLOWING DOCUMENTS ARE REQUIRED TO BE SUBMITTED WITH CERTIFICATE OF ELIGIBILITY APPLICATION FORM

All applications must be by post. The Law Society does not accept, confirm or authorise scanned documents sent by email.

1. **ORIGINALS**

An **original** Certificate of Good Standing from your professional body/bodies in the jurisdiction where you have been admitted.

Certificates of Good Standing must be dated no more than three months prior to your application.

2. **REFERENCES**

- (a) **Three** character references are required and should make reference to your competence to practise.
- (b) **Two** of the required references **must** be from **practising solicitors** of at least **five** years standing, who have **known you for two years**. The referees must practice ***in the jurisdiction where you are qualified/admitted as a lawyer or in Ireland**. Referees must confirm the above facts in their reference.
- (c) **ONLY ONE** reference is permitted from **work/current employers** i.e. the person to whom you report, a Director, a Partner or H.R. Manager. Additional references from colleagues or other personnel from your workplace are not acceptable.
- (d) Your current employer is not required to have known you for two years.

If you are not in employment, a reference from a person of good standing (a barrister, a member of judiciary, a doctor, a company director or other professional) who has known you for two years, may be provided. The referee must reside ***in the jurisdiction where you are qualified/admitted as a lawyer or in Ireland**. These facts must be reflected on the reference.

In addition:-

- (e) **Lawyers who qualify in a jurisdiction where there is a post-qualification experience 'PQE' requirement** (New York and Pennsylvania) are required to submit a reference from employer/former employer(s) confirming that the applicant has completed the required 'PQE' in the appropriate jurisdiction.
- (e) **All** references must be on the headed paper of the referee. Their name, address and contact details should appear on the referees and should be clear and legible.
- (f) Referees must not be members of your family.
- (g) Tutors/lecturers who have taught you on preparatory courses will **not** be accepted as referees.

3. CERTIFIED COPY DOCUMENTS

In the case of academic qualifications and passports, applicants may supply **certified copies**.

- (a) Proof of nationality (eg. certified copy of passport in colour). **Blank pages and visa stamps attaching to passports are not required.**
- (b) Certified copies of your original certificate(s) evidencing your professional qualification(s). **N.B. Cert of Good Standing must be an original and within date.**
- (c) Certified copies of your original degree certificate(s) reflecting your higher education academic qualifications
- (d) Copies may be certified by a practising lawyer, Embassy, Consulate or High Commissioner (Commissioner for Oaths) in the jurisdiction where you are admitted as a lawyer/a reciprocal jurisdiction or in Ireland. These must be in the English language (see below). The Law Society of Ireland must have a reciprocal agreement with the jurisdiction in which your documents are certified.

NB

- (e) In the case of **Embassy certifications**, pages are to be certified or **stamped separately**). Clusters of pages which are certified and stapled collectively will not be accepted.
- (f) Certified copy documents are required to be dated and signed. They should make reference to the following:- that the certified copy is a:- **true copy of the original document placed before the Notary/Signatory - at the time of signature**. The name and address of the *Notary/Signatory* should be clear and legible on the Certified Copy.

4. CHANGE OF NAME

NB

If your name is different from that shown on your supporting documents you should submit evidence that the documents refer to you, i.e. **a certified copy of a marriage certificate or a statutory declaration**.

5. STATUTORY DECLARATION AND AFFIDAVIT OF SOLVENCY

Only the Statutory Declaration and Affidavit of Solvency provided in the Cert of Eligibility application form are to be completed and submitted. **Reproductions are not acceptable.**

6. **DOCUMENTS NOT IN THE ENGLISH LANGUAGE**

All documents to be translated must **first** be certified by a Solicitor/Notary that they are true copies of the original documents placed before the Solicitor/Notary. Please refer to **3.** (d),(e),(f) above). A **copy** of the original Certificate of Good standing (to be submitted) must also be certified in the same way.

The above documents must then be translated by an official translator whose name, address and contact details should be clearly stamped or noted on **each** of the translated documents to be submitted.

NB.

A certified **copy** of the **Original** Certificate of Good Standing which has been subsequently translated should be submitted **together** with the Original Cert of Good Standing.

IMPORTANT NOTES

- (1) All applications must be **by post**.
- (2) The Law Society does not accept, confirm or authorise scanned documents sent by email.
- (3) The Law Society may contact your Professional Body for further clarification of your details.
- (4) From time to time, the Law Society may require an applicant to submit additional information, references or other documentation. The Law Society may also contact your referees.
- (5) Applicants must use the Affidavit of Solvency and Statutory Declaration provided in the application form.
- (6) Applications which do not meet the requirements for a Certificate of Eligibility will be referred to the Education Committee for a decision.

This may delay the processing of a Certificate of Eligibility - The Committee meets only at various intervals throughout the year - **the fee for a referral is €75**

The Committee's decision is Final.

(7) PAYMENT:-

Application fee for Cert of Eligibility €450

**Payment can be made by cheque/Bank Draft or by EFT.
Bank details in respect of EFTs can be provided on request:-**

Please note that cheques from the following jurisdictions are not negotiable with our Bank:- Belgium, Netherlands, Luxembourg, Malta and Hungary.

You will receive notification to proceed to make the payment after your application meets the requirements to proceed to the next step.

EXEMPTION APPLICATIONS

An application to the Education Committee for QLTT exemptions can be made provided the applicant has post qualification experience in the areas of Law which is relevant to the exemption(s) being applied for.

Making an Application

- (1) An applicant is required to submit a letter of application setting out the exemptions he/she is applying for. The applicant must also attach references from employer(s) or former employer(s) which confirm the post qualification experience which the applicant purports to have.

The referees should make reference to the **nature** of the applicant's **post qualification experience, its duration and the jurisdiction** in which the post qualification experience was obtained.

References provided must be from a Partner, Principal, Company Director, Human Resource Manager or a person to whom the applicant reports in the course of their employment. References from colleagues are not acceptable.

References from employers or former employers are required to be on the company's 'headed paper. The referees' contact details should also be clear and legible.

- (2) Applications for QLTT exemptions can be made together with an application for a Cert of Eligibility.

Applications for QLTT exemptions can also be made separately once a Cert of Eligibility has previously been issued.

The fee for making a separate application to the Education Committee for exemptions is €80.

Qualifying QLTT subjects

There are **no exemptions** granted from Professional Conduct or Solicitors' Accounts

Exemption subjects can be applied for separately with the exception of Land Law & Conveyancing - which are integrated subjects.

Applicants who qualified as a Lawyer in an EU jurisdiction are automatically exempt from EU Law in the QLTT.

EU Nationals who qualified (as a lawyer) outside an EU State - are required to sit EU Law in the QLTT.

An applicant is required to take **either**:
Constitutional Law and Criminal Law **OR** Constitutional Law and Company Law.

If an applicant is granted an exemption from **either** Company Law or Criminal Law – they are required to sit Constitutional Law only. Conversely, if an applicant is granted an exemption from Constitutional Law, they are required to sit **either** Company Law **OR** Criminal Law

IF YOU ARE APPLYING FOR QLTT EXEMPTIONS PLEASE TICK YES [] NO []

APPLICATION FORM FOR CERT OF ELIGIBILITY- Fee is €450

Please use the Statutory Declaration and Affidavit provided.

PERSONAL DETAILS

First Name: _____
(*Block Capitals*)

Surname: _____
(*Block Capitals*)

Permanent Address: _____
(*Block Capitals*)

Nationality: _____
(*Block Capitals*)

Date of Birth: _____

Place of Birth: _____

Email: (*Block Caps.*) _____

Mobile: _____

Telephone: (Office hours) _____

Personal Address for Correspondence: _____
(*Block Capitals*)_

Solicitor/Lawyer Register Number: _____

Name of Regulatory Authority _____

Address of Regulatory Authority _____

Contact Details of Regulatory Authority Email address:- _____

Phone No.- _____

EDUCATION DETAILS

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

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

*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

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.

PLEASE MAKE THE FOLLOWING DECLARATIONS

Please Tick

1. **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?

2. **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.

3. **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

4. **Have you at any time been suspended from professional practice by your Professional Authority/Body?** Yes No

If yes, please supply details on a separate sheet

5. **Have you made an application to the Honourable Society of Kings Inns to qualify as a barrister in Ireland?** Yes No

If yes, please supply details on a separate sheet

6. **Have you now, or have you had, a mental illness or psychiatric disturbance?** Yes No

If yes, please supply details on a separate sheet

7. **Have you fulfilled the post-qualification experience requirement in relation to New York, California, Pennsylvania.** Yes No

Please attach employer reference confirming this (on headed paper)

8. **Have you previously attempted or passed the Law Society's Entrance Examination 'FE-I'** Yes No

Please state year(s) _____

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

DETAILS RELATING TO YOUR HOME JURISDICTION(S) PROFESSIONAL STATUS

Are you entitled to practise in your home jurisdiction? Yes No

Home jurisdiction is the jurisdiction(s) where you are currently admitted.

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 register) 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.

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.

Referee 1

Name	
Address:	
Occupation:	

Referee 2

Name:	
Address:	
Occupation:	

Referee Three

Name:	
Address:	
Occupation:	

Title/Address of person certifying documents

Please note this must also appear on the certified copy documents(s).

Name and Title	
Address:	

STATUTORY DECLARATION

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 Eligibility 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 []

Please tick where appropriate

Empowered to Administer Oaths or Take Declarations

PRECEDENT
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 [] / LAWYER []
(please tick where appropriate)
**Empowered to Administer Oaths or take
Declarations**

PLEASE RETURN (BY POST) TO:

Roll of Solicitors Office
Education Department
Law Society of Ireland
Blackhall Place
Dublin 7

coe@lawsociety.ie

00.353.1.6724802

WHAT HAPPENS NEXT?

Receipt of your application will be acknowledged by email.

Should the Law Society of Ireland require further documentation you will be contacted by email.

Incomplete applications will not be retained by the Law Society and will be returned to the applicant and refund of payment will be issued.