



Legal Profession
Admission Board
of New South Wales

Guide for Applicants

for admission as a lawyer in NSW

in accordance with the
Legal Profession Uniform Admission Rules 2015

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1. Introduction

Using this Guide

We recommend that you read this Guide in full, before you start your application for admission as a lawyer. The Guide will help you understand the requirements of an application and avoid delay in your admission.

Please ensure you are reading the latest version of this Guide, as updates may be issued at any time. The latest version can be found on the website www.lpab.justice.nsw.gov.au under 'Admission as a lawyer'.

About admission

The Supreme Court of New South Wales may admit a person to the Australian legal profession as an Australian lawyer if the person:

- is aged 18 years or over; and
- is not already admitted to the Australian legal profession; and
- has attained the specified academic qualifications prerequisite, and
- has satisfactorily completed the specified practical legal training prerequisite, and
- is a fit and proper person to be admitted to the Australian legal profession, and
- takes an oath of office, or makes an affirmation of office, in the form required by the Supreme Court.¹

A person who proposes to be admitted in New South Wales may apply to the Legal Profession Admission Board (the Board) for a compliance certificate. Throughout this Guide, this is referred to as an 'application for admission'.

The role of the Board is to assess and determine such applications. If satisfied of the eligibility and suitability of an applicant, the Board may issue the Supreme Court with a compliance certificate in respect of the applicant. The successful applicant is then required to attend an admission ceremony at the Supreme Court and take the oath/affirmation of office.

Admission does not of itself entitle a person to engage in legal practice, but is a prerequisite for being able to apply for an Australian practising certificate, which entitles the holder to engage in legal practice. An application for a practising certificate in New South Wales must be made either to the Law Society of NSW (to practise as a solicitor) or the NSW Bar Association (to practise as a barrister).

¹ Sections 16(1) and 17(1) of the *Legal Profession Uniform Law (NSW)*.

Overview of the application process

To apply for admission as a lawyer in New South Wales, you need to:

- 1) sign up to use the online Admission Portal
- 2) register your application, by completing the online admission application form
- 3) print your Admission Checklist, sign the Application Summary, attach your documentary evidence and lodge them in hard copy with the Office of the LPAB.

If approved, you must also attend an admission ceremony at the Supreme Court to take an Oath of Office (or make an Affirmation of Office), and to sign the Supreme Court Roll.

Generally speaking, the documentary evidence you will be required to lodge includes:

- original evidence of your academic qualification in law²
- original evidence of your completion of practical legal training³
- a statement disclosing any matter which may affect the Board's assessment of whether you are a fit and proper person to be admitted to the Australian legal profession (with original or certified copies of any supporting evidence)
- two character references which were made by statutory declaration.

There may be other requirements for documentary evidence which apply to your particular circumstances, so please read this Guide in full before commencing your application.

You must also:

- read the 'Disclosure Guidelines for Applicants for Admission to the Legal Profession' at www.lpab.justice.nsw.gov.au
- provide your signed consent to the LPAB arranging a compulsory National Police History Check of any police history information about you in Australia
- provide your signed consent to the LPAB obtaining student conduct reports about you directly from any tertiary institution or practical legal training provider which you have attended
- sign the statutory declaration on your printed Application Summary, in the presence of an authorised witness
- pay the prescribed application fee (currently \$950.00).

² In some cases, you must have your academic qualification assessed by the LPAB prior to applying for admission. For more information, see Section 5 of this Guide.

³ In some cases, you must have your practical legal training assessed by the LPAB prior to applying for admission. For more information, see Section 7 of this Guide.

Relevant legislation

Part 2.2 of the [Legal Profession Uniform Law \(NSW\)](#) provides for admission to the Australian legal profession.

The [Legal Profession Uniform Admission Rules 2015](#) provide the procedural requirements for admission and specify the academic qualifications and practical legal training prerequisites. They also provide for the assessment of: i) academic qualifications completed in a foreign jurisdiction and ii) practical legal training completed by a person admitted in a foreign jurisdiction.

The [NSW Admission Board Rules 2015](#) provide for the operation of the LPAB. They also provide for the assessment of: i) stale Australian academic qualifications or practical legal training and ii) incomplete academic study undertaken in Australia and/or a foreign jurisdiction.

2. Using the online Admission Portal

The online Admission Portal makes the admission process more convenient for every applicant, and faster for most applicants. You can use the Admission Portal if you:

- have never previously been admitted as a lawyer anywhere (including anywhere in Australia or overseas), or
- have been previously admitted as a lawyer anywhere, except for Australia or New Zealand.

The online Admission Portal enables you to:

- register your application for admission as a lawyer
- save and edit your draft application as often as you wish, prior to submitting it
- be guided about all the requirements of the admission process, including the hard copy documentary evidence you are required to lodge with the Office of the LPAB
- avoid obtaining an Australian National Police Certificate yourself (as we will arrange a compulsory police history check, on your behalf)
- view the status of your submitted application
- print a summary of your application as many times as you wish
- receive regular updates to your email address about the progress of your application
- book the admission ceremony date and time of your choice.

However, you cannot use the online Admission Portal if you:

- have ever been removed from the Roll of Lawyers in New South Wales and are seeking re-admission⁴
- are admitted as a lawyer in New Zealand.⁵

Mobile phones and JavaScript

You should only use the online Admission Portal with an updated web browser and JavaScript enabled.

We recommend that you do not attempt to complete the online admission application form using a mobile phone. Depending on your device, some questions may not display correctly, leading to the risk that you will register an incomplete application form.

⁴ To apply for re-admission, download Form 12 from www.lpab.justice.nsw.gov.au, complete it on paper and deliver it by post or in person to the Office of the LPAB. Electronic versions of Form 12 cannot be accepted.

⁵ If you are admitted as a lawyer in New Zealand, you will need to lodge an application directly with the Supreme Court of NSW, pursuant to the *Trans-Tasman Mutual Recognition Act 1997* of the Commonwealth. The Practice Direction and forms can be found on the Supreme Court's website at www.supremecourt.justice.nsw.gov.au.

Signing up for a profile

You need to sign up to use the online Admission Portal. The Admission Portal is at:

www.admissionlpab.justice.nsw.gov.au

To sign up, enter a valid email address and password. You will receive a validation link by email, asking you to confirm your email address.

You can change your email address at any time after you have confirmed your address. However, it is a condition of your use of the Admission Portal that you do not sign up more than once (ie that you do not create more than one profile or user identity).

After confirming your email address, you need to enter your full name, to complete your profile. You must enter your name exactly as it is shown on your identity documents, because we use that name to verify your identity and check for any criminal history.

For reasons of data integrity, you cannot change your name in the Admission Portal during the application process. If you enter an incorrect name when you sign up, you will have to contact the Office of the LPAB in order to correct the name on your admission application.

Registering your application

After completing your profile, you need to register your application by selecting 'Online Application' in the top menu bar of the Admission Portal. The online form will ask you to enter details from various documents.

We recommend you have the following documents with you, before you start the online form:

- your **identity documents** (if you have at least two identity documents which were issued by a government agency in Australia)
- your **transcript of academic record** which shows completion of your qualification in law
- your **PLT certificate or letter of completion**, unless the LPAB has exempted you from PLT (Practical Legal Training).

Although you may be required to lodge other documents with the Office of the LPAB, you can still complete the online admission application form without having those other documents in your possession at the time you fill in the form.

The online form will create a personalised Admission Checklist for you, which lists every hard copy document that you will need to lodge with the Office of the LPAB, according to your particular circumstances.

Saving your draft application

You may choose to save your online application form as a draft at any time, and return to finish it later. Your answers will also be automatically saved whenever you complete each page of the application form.

Verifying your identity

If you have identity documents which were issued by a government agency in Australia, you will have the option of verifying your identity through a quick and easy online process which is part of the online admission application form.

This process will save you the time and effort of lodging paper identity documents with us. For this reason, we recommend that you rely on identity documents issued by a government agency in Australia (if you have them), such as:

- an Australian passport
- an Australian driver licence
- an Australian birth certificate, marriage certificate or change of name certificate
- an Australian citizenship certificate
- an Australian visa
- a Medicare card
- an ImmiCard.

If you do not have any identity documents issued by a government agency in Australia, or if the online identity verification process is not successful in your case, you may still register an online admission application form. However, you will have to lodge original or certified copies of your paper identity documents, to the value of 100 points.⁶ You may also be required to attend the Office of the LPAB in person, to complete the identity verification process.

Paying the admission fee

The online admission application gives you the option of paying the admission fee online by credit card (Visa and Mastercard only) using a Westpac secure payment gateway.

Alternatively, at the time you lodge your documentary evidence, you can pay by:

- bank cheque, solicitor firm cheque or money order (if lodging by post or in person), or
- cash, credit card or EFTPOS (if lodging in person).

A surcharge of 0.4% applies to all credit card transactions. This is a requirement imposed by the NSW Treasury.

⁶ For a list of identity documents and their points value, see the appendix at Section 16 of this Guide.

The fee for lodging an admission application is \$950.00 with effect from 1 July 2017.⁷ The fee includes your Certificate of Admission.

Lodging your documentary evidence

After you have submitted the online admission application form, you need to:

- print your personalised Admission Checklist and attach the required documentary evidence
- print your Application Summary, and sign the:
 - statutory declaration in the presence of an authorised witness⁸
 - consent to a National Police History Check in Australia⁹
 - consent to a check of your student conduct¹⁰
- lodge all the above material in hard copy with the Office of the LPAB:
by post: GPO Box 3980, Sydney NSW 2001
or
in person: Level 4, 37 Bligh Street (corner of Hunter Street), Sydney NSW 2000.

Processing of your application will not commence until we have received all of the above hard copy material.

We no longer charge a fee for accepting an incomplete set of documentary evidence. However, we will not start processing your application until we have received all the outstanding material.

If you need clarification about any of the required documentary evidence which is listed on your personalised Admission Checklist, please contact the Office of the LPAB.

Please keep copies of your documentation

We recommend that, before you lodge your hard copy material with the Office of the LPAB, you make a copy in case you need it at a later stage.

For example, when you apply for a practising certificate, the Law Society of NSW will require a copy of your disclosure statement (if you made one) and the associated documentary evidence which you supplied to the Board.

The LPAB is required to retain your original academic transcripts and other original documents you supply, such as any Certificate of Good Standing or foreign police history.

⁷ The fee is prescribed in clause 63 of the Legal Profession Uniform Law Application Regulation 2015, and is comprised of:

- \$550.00 which is retained by the LPAB (a self-funding statutory corporation) to fund the processing of admission applications and related client services, and
- \$400 which is transferred to the Department of Justice, to fund NSW's contribution to the recurrent costs of regulating the Legal Profession Uniform Framework.

⁸ The witness must be independent and impartial. If the witness is related to you by blood, marriage or as a domestic partner, your statutory declaration may be rejected. If you cannot find an impartial authorised witness, the Office of the LPAB often has a Justice of the Peace or Australian Legal Practitioner available during business hours.

⁹ For further information about National Police History Checks, see Section 9 of this Guide.

¹⁰ For further information about checks of your student conduct, see Section 9 of this Guide.

Booking the admission ceremony of your choice

After we receive your Admission Checklist, signed Application Summary and documentary evidence, we will send you an email to advise that you can now go into the Admission Portal and book into an admission ceremony.

You will have the choice of any ceremony time and date, as long as there is available seating and the ceremony date falls at least 4 weeks after we have received your documentary evidence.

Admission ceremonies are held in Sydney about every 4 weeks throughout the year (except January), and in Newcastle once per year in February. Ceremony dates are listed in the 'Events and deadlines' calendar on our website at www.lpab.justice.nsw.gov.au.

Bookings for admission ceremonies close at midnight on the Thursday of the week prior to the ceremony (ie 7 full calendar days before the date of the ceremony).

Deadlines for simple applications

There are no deadlines for simple applications. You can apply at any time, and get a decision usually within 4 weeks (and sometimes sooner).

If you have a particular admission ceremony date in mind, we recommend that you ensure we receive all your hard copy documentation **at least** 4 weeks before your preferred ceremony date.

A 'simple application' is an application which:

- does not contain a significant disclosure¹¹ (but may contain one or more minor disclosures), and
- is not applying for conditional admission or seeking dispensation from a requirement of the Uniform Admission Rules.

Deadlines for complex applications

You will need to apply before the published deadline if you are:

- making a significant disclosure¹¹ in your application, and/or
- applying for conditional admission¹², and/or
- seeking the Board's dispensation from a requirement of the Uniform Admission Rules.

This is because, in those specific circumstances, your application will need to be determined at a scheduled meeting of the Board. Deadlines for Board meetings are published in the 'Events and deadlines' calendar on our website, www.lpab.justice.nsw.gov.au. If your application needs to be determined at a scheduled meeting of the Board, we will notify you by email, usually within 3 weeks of receiving your documentary evidence.

¹¹ The definition of 'significant disclosure' is given in Appendix 1 at Section 15 of this Guide.

¹² For further information about conditional admission, see Section 10 of this Guide.

If you have a complex application, we recommend that you do not book your admission ceremony until after your admission application has been approved.

If you are having difficulty meeting the published deadline for a Board meeting, we may be able to accept a late application, provided you contact us before the published deadline and we agree to accept the late application. A fee will apply for lodging this type of late application.

Public notice of your admission application

Before issuing a compliance certificate in respect of your admission, the LPAB must give notice of your application on its website, and afford the opportunity for any person to object to the issue of the compliance certificate.¹³

Public notice of your admission will be published on the LPAB's website for 14 calendar days. The notice will be published usually within one working day of our receipt of all your hard copy documentary evidence.

If an objection is received, the LPAB will, at its next available meeting, first consider whether or not the objection may affect your eligibility or suitability for admission. If the LPAB does consider the objection may affect your eligibility or suitability, the LPAB will defer consideration of your application until a later meeting.

The Executive Officer will then write to advise you of the deferral, provide a copy of the objection(s), and allow a period of a minimum of 3 weeks for you to respond to the objection(s).

The LPAB will then, at a subsequent meeting, consider the objection(s) and your response, and may either approve, refuse or further defer the admission application.

Notifying you of the outcome of your application

We will notify you by email as soon as your application is approved. If you have not already booked your admission ceremony, you will be prompted go into the online Admission Portal and book into an admission ceremony. If you have already booked a ceremony, we will also send you a separate email to confirm the date and time, and remind you about ceremony arrangements.

If your application has been deferred or refused by the LPAB, we will notify you by letter (with a copy sent to your email address) as soon as possible after the relevant scheduled meeting of the LPAB.

For further information about outcomes of admission applications, please see Section 12 of this Guide.

¹³ Section 19(8) of the *Legal Profession Uniform Law (NSW)* and Rule 12(2) of the *Legal Profession Uniform Admission Rules 2015*.

3. Personal details and identity

Ensure your name is consistent in your documentation

You will be admitted as a lawyer in the name shown on your current valid and verifiable identity documents.

Please ensure that your name is consistent throughout your documentary evidence and especially on:

- your academic transcript, and
- your practical legal training (PLT) transcript or certificate.

If your name is not consistent on all the above documentation, processing of your application may be delayed, as you may be required to produce further evidence to explain any discrepancy.

If you have changed your name since completing your academic qualification or PLT, you will be required to lodge certified copies of:

- your official marriage certificate (issued by a government authority), or
- your change of name certificate issued by a Registry of Births, Deaths and Marriages in an Australian state or territory.

Double check your contact details

The online Admission Portal will send you emails at key stages, to keep you updated about the progress of your application, and to explain the next steps you need to take.

Please double check your email address and telephone numbers, as incorrect details may delay processing of your application.

4. Academic qualifications prerequisite

The academic qualifications prerequisite (for the issue of a compliance certificate for admission as a lawyer) is successful completion of a tertiary academic course in Australia which:

- a) includes the equivalent of at least 3 years' full-time study of law, and
- b) is accredited by the Board, and
- c) provides appropriate understanding and competence in each element of the academic areas of knowledge set out in Schedule 1 of the Legal Profession Uniform Admission Rules 2015.

Evidence of completion of Australian law course

You must include with your documentary evidence an original academic transcript which shows you have completed the requirements of a law course which is accredited in Australia.¹⁴ Please ensure you provide all pages of the transcript.

Your academic transcript must contain wording which leaves no doubt that you have completed all the requirements for the award of the qualification, for example:

- a date referred to as the 'date of completion' or 'date of conferral' or similar, or
- wording such as 'has completed the course requirements for award of the degree' or similar.

If your academic transcript does not contain wording to that effect, you should contact the institution and arrange for a fresh original to be issued which does contain the appropriate wording. In the absence of such wording, the LPAB cannot, for the purposes of admission, rely on other methods of determining whether or not the requirements of the course have been completed (such as by analysing the credit points or subjects listed in an academic transcript).

If you studied law at more than one tertiary institution, you must provide an academic transcript from each institution, and not only from the institution which awarded the qualification. All transcripts are required, to enable the LPAB to confirm that any exemptions or credits for previous studies were appropriately granted.

If you completed the Board's Diploma in Law Course, you do not need to attach an academic transcript to your documentary evidence. Instead you only need to enter your student number when prompted by the online admission application form.

¹⁴ Rule 15(1)(a) of the Legal Profession Uniform Admission Rules 2015.

AHEG Statement cannot be accepted

You must provide an original academic transcript, and not an Australian Higher Education Graduation Statement (AHEGS).¹⁵ These are different documents although they do contain some of the same information. The transcript is the official record of your study and contains security information to prevent copying.

Accredited law courses

A list of law courses in NSW which have been accredited by the LPAB for the purpose of providing the academic qualification prerequisite can be found on the website at www.lpab.justice.nsw.gov.au.

Any other law course that is recognised by another Australian jurisdiction (as satisfying the academic requirements for admission and requiring a student successfully to complete the academic qualifications prerequisite) is also deemed to be accredited. Details of law courses accredited in other Australian states and territories of Australia are available by contacting the relevant state or territory admitting authorities.

Studies completed more than 5 years ago

If you completed an accredited Australian law course more than 5 years before applying for admission in NSW, you must have your qualification assessed by the LPAB's Academic Exemptions Sub-Committee.¹⁶

'More than 5 years before applying for admission' means:

if the final year of your enrolment in your law course was more than 5 years before the date you apply for admission.

For more information, refer to Section 5 'Assessment of academic studies' in this Guide.

Law courses completed in a foreign jurisdiction

If you completed the academic requirements for admission in a foreign jurisdiction (outside Australia) at any time,¹⁷ you must have your qualification assessed by the Board's Academic Exemptions Sub-Committee.

You need to obtain this assessment, and satisfy any further academic requirements, *before* you make your application for admission as a lawyer.

For more information, refer to Section 5 'Assessment of academic studies' in this Guide.

¹⁵ Board decision on 7 February 2012.

¹⁶ Rule 5(2) of the Legal Profession Uniform Admission Rules 2015. The requirement to have your qualification assessed applies even if you have subsequently been admitted or practised outside Australia.

¹⁷ This does not apply if you are admitted as a lawyer in New Zealand. Instead you will need to lodge an application directly with the Supreme Court of NSW, pursuant to the *Trans-Tasman Mutual Recognition Act 1997* of the Commonwealth. The Practice Direction and forms can be found on the Supreme Court's website at www.supremecourt.justice.nsw.gov.au.

5. Assessment of academic studies

Your academic studies must be assessed, before you apply for admission, if you:

- completed the academic requirements for admission in a foreign jurisdiction (outside Australia) at any time, or
- completed an accredited Australian law course more than 5 years before applying for admission in NSW, or
- have undertaken some tertiary academic studies in law, either in Australia or in a foreign jurisdiction, but have not completed the requirements for the award of a qualification.

Applying for an assessment

To apply for an assessment of your academic studies, you need to:

- complete Form 16 (available at www.lpab.justice.nsw.gov.au)
- provide evidence of your studies and details of any experience in practising the law, and
- pay the prescribed fee (currently \$290).

Having considered your qualification and any experience in practising the law, the LPAB's Academic Exemptions Sub-Committee will determine what additional study you need to complete, if any, in order to meet the academic requirements for admission in New South Wales.

Determinations are made with reference to the 'Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission to the Australian Legal Profession' which is available at www.lpab.justice.nsw.gov.au.

Undertaking any required further academic study

If you are required to undertake further academic study, you may complete that academic study at any Australian tertiary institution which offers a law course that is accredited for the purpose of admission.

Should you wish to undertake the further academic study in the Board's Diploma in Law course, information about registering and enrolling in the Board's course is at www.lpab.justice.nsw.gov.au. The registration application form (Form 1) is available under 'Forms and Fees'.

Generally, registration applications for the Board's course need to be lodged by 1 March for the Winter semester which starts in May, and by 1 September for the Summer semester which starts in November. These deadlines may be extended in some circumstances, so please contact us if you are unable to meet the registration deadline.

Prospective assessment

The compulsory 'academic areas of knowledge' (as listed in Schedule 1 of the Legal Profession Uniform Admission Rules 2015) are taught in subjects with names which may vary from institution to institution. At some institutions, an academic area of knowledge may require completion of more than one subject. For this reason, you must take care to ensure you enrol in the correct subjects.

If you wish, before enrolling you may apply to the Board for a prospective assessment of your proposed study. The purpose of a prospective assessment is to ensure that your proposed study will provide you with the academic qualifications prerequisite for admission. You can apply for a prospective assessment using Form 16 which is available at www.lpab.justice.nsw.gov.au, and selecting option vii in Question 4. A fee applies for a prospective assessment.

After completing the required study, you should provide the LPAB with an original academic transcript showing successful completion. The LPAB will then issue you with a letter confirming that you have met the academic qualifications prerequisite for admission.

There is no need for a prospective assessment, if you are undertaking your further academic study in the Board's Diploma in Law course.

Final assessment

If you do not obtain a prospective assessment and do not undertake your further academic study in the Board's course, you will need to obtain a final assessment of the further academic study you have completed, prior to applying for admission. You can apply for a final assessment using Form 16 which is available at www.lpab.justice.nsw.gov.au, and selecting option vi in Question 4. The prescribed fee for a Form 16 assessment applies to a final assessment.

If you have successfully completed the required further study, the LPAB will issue you with a letter confirming that you have met the academic qualifications prerequisite for admission.

Applying for admission after assessment

When applying for admission, you will need to include a copy of all of the abovementioned LPAB's assessment letters about your academic qualifications, along with your other documentary evidence.

6. Practical legal training (PLT) prerequisite

The practical legal training prerequisite (for the issue of a compliance certificate for admission as a lawyer) is:

- the acquisition and demonstration of appropriate understanding and competence in each element of the skills, values and practice areas set out in Schedule 2 of the Legal Profession Uniform Admission Rules 2015.¹⁸

In New South Wales, this requirement may be satisfied by successfully completing a practical legal training (PLT) course conducted by a provider accredited by the LPAB.

Evidence of completion of PLT

When you lodge your documentary evidence in hard copy with the Office of the LPAB, you must include an original certificate of completion or letter of completion from an accredited PLT provider which states that you have completed all the requirements of your practical legal training, or words to similar effect.¹⁹

A transcript issued by your PLT provider will not be acceptable unless it also includes words to the effect that you have completed all the requirements of PLT.

It is no longer necessary to provide additional certification (previously referred to as a 'Dean's Certificate') that completion of the PLT course results in the attainment of certain competencies.

Accredited PLT providers

A list of PLT providers in NSW which have been accredited by the LPAB for the purpose of providing the practical legal training prerequisite can be found at the website www.lpab.justice.nsw.gov.au.²⁰

Any other PLT provider that is recognised by another Australian jurisdiction (as satisfying the practical legal training requirements for admission and requiring a student successfully to complete the PLT prerequisite) is also deemed to be accredited. Details of PLT providers accredited in other Australian states and territories of Australia are available by contacting the relevant state or territory admitting authorities.

Supervised legal training

The LPAB has determined that, until further notice, supervised legal training may *not* be undertaken in New South Wales for the purpose of satisfying the practical legal training prerequisite in Rule 6 of the Legal Profession Uniform Admission Rules 2015.

¹⁸ Rule 6(1) of the Legal Profession Uniform Admission Rules 2015.

¹⁹ Rule 15(1)(b) of the Legal Profession Uniform Admission Rules 2015.

²⁰ Rule 7(5) of the Legal Profession Uniform Admission Rules 2015.

Admitted in a foreign jurisdiction

If you have completed the practical legal training requirements for admission and been admitted in a foreign jurisdiction (outside Australia),²¹ you will need to apply to the LPAB's Practical Training Exemptions Sub-Committee for an assessment of your training and experience against the practical legal training prerequisite.²²

You need to obtain this assessment before you apply for admission as a lawyer.

For more information, refer to Section 7 'Assessment of practical legal training' in this Guide.

PLT completed more than 5 years ago

If you completed the PLT more than 5 years before applying for admission, you will need to apply to have your qualification assessed by the LPAB's Practical Training Exemptions Sub-Committee against the current practical legal training prerequisite.²³

'More than 5 years before applying for admission' means:

if the final year of your enrolment in practical legal training was more than 5 years before the date you apply for admission.

For more information, refer to Section 7 'Assessment of practical legal training' in this Guide.

NSW Government employee service

You may be granted exemption from some or all PLT if you:

- are at least 30 years of age, and
- have completed either:
 - 7 years service as a New South Wales government, or government related, employee performing legal services, or
 - 15 years service in courts administration in New South Wales.²⁴

For information about applying for an assessment of your eligibility, refer to Section 7 'Assessment of practical legal training' in this Guide.

²¹ This does not apply if you are admitted as a lawyer in New Zealand. Instead you will need to lodge an application directly with the Supreme Court of NSW, pursuant to the *Trans-Tasman Mutual Recognition Act 1997* of the Commonwealth. The Practice Direction and forms can be found on the Supreme Court's website at www.supremecourt.justice.nsw.gov.au.

²² Rule 11(2) of the Legal Profession Uniform Admission Rules 2015.

²³ Rule 6(4) of the Legal Profession Uniform Admission Rules 2015.

²⁴ Rule 98(2)(c) of the NSW Admission Board Rules 2015.

Early commencement of PLT

If your PLT course is not integrated with your academic qualification in law, you must not commence PLT until after you complete your academic qualification.

However, you may commence PLT before you complete your academic qualification if you:

- have no more than two academic subjects to complete, neither of which is one of the academic areas of knowledge set out in Schedule 1 of the Legal Profession Uniform Admission Rules 2015, and
- are currently enrolled in the relevant academic subject(s) while you are undertaking the PLT, and
- applied for and received the prior permission of the LPAB to commence the PLT course.²⁵

To seek prior permission from the LPAB to commence PLT early, you need to:

- write to the LPAB's Executive Officer, giving reasons the application should be approved, and detailing your capacity to undertake concurrent academic and PLT studies
- provide an original letter from the Dean of the Law School which verifies:
 - your completion of the academic areas of knowledge set out in Schedule 1 of the Legal Profession Uniform Admission Rules 2015, and
 - your current enrolment in the last two subjects of the qualification, neither of which is one of the academic areas of knowledge set out in Schedule 1 of the Legal Profession Uniform Admission Rules 2015, and
- pay the miscellaneous application fee (currently \$85).

²⁵ Rule 6(3) & Clause 4, Schedule 2 of the Legal Profession Uniform Admission Rules 2015.

7. Assessment of practical legal training

Your practical legal training may be assessed against the PLT prerequisite for the purposes of admission if you:

- completed practical legal training requirements for admission in a jurisdiction outside Australia or New Zealand *and* are admitted in a jurisdiction outside Australia or New Zealand, or
- completed a course of practical legal training within Australia that already is, or will be, more than five years old as at the date you apply for admission, or
- attained the age of 30 years and have completed either seven years service as a New South Wales government or government related employee performing legal services, or 15 years service in courts administration in New South Wales.

Applying for an assessment

To apply for an assessment of your practical legal training, you need to:

- complete Form 17 (available at www.lpab.justice.nsw.gov.au)
- provide evidence of your practical legal training and any experience in practising the law or other relevant experience
- indicate the exemptions you seek from the skills and practice areas listed in Schedule 2 of the Legal Profession Uniform Admission Rules 2015, and
- pay the prescribed fee (currently \$290).

Having considered your practical legal training and any experience, the LPAB's Practical Training Exemptions Sub-Committee will determine what additional practical legal training understanding and competence, if any, you must acquire in order to meet the PLT requirements for admission.

Determinations are made with reference to the 'Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission to the Australian Legal Profession' which is available at www.lpab.justice.nsw.gov.au.

Undertaking any required further PLT

If you are required to undertake further PLT, you may complete that PLT with any PLT provider which is accredited in NSW (see www.lpab.justice.nsw.gov.au), or with any other PLT provider that is recognised by another Australian jurisdiction (as satisfying the practical legal training requirements for admission and requiring a student successfully to complete the PLT prerequisite).

When you apply for admission after you have completed your further PLT, you will need to include a copy of the LPAB's assessment letter with your hard copy documentary evidence.

8. English language proficiency requirements

When determining whether or not a person is a fit and proper person to be admitted to the Australian legal profession, the LPAB is required to have regard to:

‘...whether the person has a sufficient knowledge of written and spoken English to engage in legal practice in this jurisdiction.’²⁶

The LPAB may be satisfied as to an applicant’s English language proficiency in any of three ways:

1. the applicant has undertaken the International English Language Testing System (IELTS) Academic test, and has attained or exceeded the specified minimum scores in any single instance of undertaking the test within the previous two years, or
2. the applicant has been granted a standard exemption from the IELTS test, on the basis of evidence that he or she undertook an academic qualification in law in a specified country, while living in that country for the entire duration of those studies, or
3. the applicant has applied for, and been granted, a special exemption on the basis that he or she meets one or more of five criteria which allow the LPAB to be otherwise satisfied as to the applicant’s English language proficiency.

International English Language Testing System (IELTS)

Applicants undertaking the IELTS test must take the ‘Academic’ test and not the ‘General Training’ test. Test results must be no more than two years old at the time of applying for admission.

The specified minimum scores are:

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

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.

²⁶ Rule 10(1)(l) of the Legal Profession Uniform Admission Rules 2015.

Standard exemption

The LPAB may, of its own motion, grant a standard exemption from the IELTS test where:

- a. the applicant undertook the academic qualification in law (on which the applicant relies for admission) at a law school that is accredited in Australia, or
- b. the applicant undertook the academic qualification in law (on which the applicant relies for admission) in a Category T country, and the applicant lived in that country for the entire duration of his or her studies for that qualification.

'Category T country' means one of the following countries where English is both an official language and the primary language:

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

Granting of a standard exemption occurs during the LPAB's assessment of an application for admission as a lawyer, based on the documentary evidence provided as part of the admission application. There is no need for an applicant to apply separately for a standard exemption.

Special exemption

The LPAB may grant a special exemption from the IELTS test, if the LPAB is otherwise satisfied that the applicant's proficiency in the English language is comparable to the proficiency demonstrated by undertaking the IELTS test and achieving the specified minimum scores.²⁷

The LPAB may be otherwise satisfied of such English language proficiency if the applicant demonstrates that he or she:

- a. has been employed for a substantial time period of time²⁸ in a law-related role in one or more Category T countries, or
- b. has completed, in a category T country and with the medium of instruction being English, a tertiary degree which is a prerequisite for entry to a profession, or
- c. has completed, in one or more Category V countries and with the medium of instruction being English, both secondary school and the academic qualification in law (upon which he or she relies for admission), or

²⁷ Pursuant to item 6.3(b) of the Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission to the Australian Legal Profession, published by the LACC

²⁸ A 'substantial period of time' usually means a minimum of at least 12 months' continuous service in a full-time role. Applicants who meet or exceed the minimum period of time are not guaranteed a special exemption, because a range of other factors must be considered by the LPAB, such as the nature of the applicant's role and level of responsibility.

- d. has obtained a Higher School Certificate (or equivalent qualification) in Australia, having undertaken his or her entire secondary school education in Australia and having achieved excellent marks particularly in English, or
- e. undertook the IELTS test and achieved all the specified minimum scores across multiple instances of sitting the test within the previous two years, although not in a single instance of sitting the test.

‘Category V country’ means one of the following countries where English is an official language, recognised language or a common medium of instruction in schools:

Hong Kong
Malaysia
Singapore.

To be granted a special exemption, you need to make a separate application, and allow at least 4 weeks for a decision.

Details about applying for a special exemption are in the ‘Guidelines for exemptions from the IELTS test’, which is available at www.lpab.justice.nsw.gov.au under the menu item ‘Publications and resources’ and then ‘Policy and tabled documents’.

Applications for a special exemption which do not meet one or more of the above five criteria will generally be refused. In such instances, undertaking the IELTS test is the appropriate and objective determinant of English language proficiency.

9. Fitness and propriety to be admitted

Before issuing a compliance certificate in relation to your admission, the Board must be satisfied that you are a fit and proper person to be admitted to the Australian legal profession.

The assessment of your suitability for admission will generally rely on:

- a National Police History Check in Australia
- character references
- reports on your conduct as a law student
- your answers to questions on suitability matters
- your disclosure of any relevant matters which may affect your suitability, and your honesty and candour in making such disclosure
- information about you obtained by the LPAB from Australian or foreign authorities or courts, from institutions which provided your academic qualification or practical legal training, or through further enquiries with third parties to which you have consented.

Please read this section carefully to ensure you gather all the required documentation prior to lodging your admission application.

National Police History Check

Every applicant for admission as a lawyer must be subject to a National Police History Check in Australia.

How we check your National Police History

After we receive your signed consent to the National Police History Check, the LPAB will send a check request to the Australian Criminal Intelligence Commission (ACIC), the national information-sharing service for Australia's police, law enforcement and national security agencies.

This process will save you time and money, because you do not need to obtain an original National Police History Certificate yourself. Processing of your admission application by the LPAB will continue, while we await the response from ACIC.

You may still choose to obtain a National Police History Certificate yourself, if you wish. For example, if you have a criminal record but are not sure of the details, you may wish to confirm the details by obtaining your own copy of your National Police History Certificate, before you make your disclosure statement to the LPAB.

If you do not consent to the National Police History Check, the LPAB will not be able to commence processing of your application for admission as a lawyer. Please contact the LPAB if you require further information.

What information about you we send to ACIC

To enable a National Police History Check, we will send the following details about you to ACIC:

- your surname and given name(s)
- all names under which you are or have been known
- your date and place of birth
- your gender (as shown on your identity documents)
- your residential address(es) for the past five (5) years
- that the purpose of the National Police History Check is for admission to the Australian legal profession as an Australia lawyer.

ACIC will use this information to undertake a check of your National Police History within Australia. This information may also be used by police, law enforcement and national security agencies for general law enforcement purposes.

Disclosure of your Police History Information

ACIC and police agencies will access their records to obtain and disclose Police History Information (PHI) that relates to you. PHI may include outstanding charges, warrant information and criminal convictions/findings/pleas of guilt recorded against you.

PHI is disclosed according to applicable laws of the relevant jurisdiction and in accordance with the relevant jurisdiction's information release policies. Applicable laws include but are not limited to spent convictions legislation.

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 Clause 6 of the Criminal Records Regulation 2014 (NSW) excludes an application for admission as a lawyer from the consequences of a conviction being spent. This means that spent convictions must be disclosed when applying for admission as a lawyer, and that the LPAB receives and considers information about spent convictions in determining an admission application.

How we notify you about the result

After we receive the response from ACIC, we will notify you by email of the result of your National Police History Check. The result will be either 'Disclosable Court Outcomes' or 'No Disclosable Court Outcomes'.

If, after receiving the result, you wish to dispute the accuracy of your National Police History Check, or wish to obtain a copy of the details of any disclosable court outcomes, please contact the LPAB in the first instance.

How we use your National Police History

The LPAB is required by law to consider the results of your National Police History Check, before determining whether or not you are a fit and proper person to be admitted to the Australian legal profession.

The LPAB is also authorised by law to disclose information about you which we obtained in the process of assessing your application for admission (including the results of your National Police History Check) to the following relevant organisations within Australia:

- admitting authorities in other Australian states and territories
- organisations which regulate the legal profession, including in NSW as well as in other Australian states and territories and the Commonwealth, for example:
 - the Law Society of NSW
 - the NSW Bar Association
 - the NSW Legal Services Commissioner.

We may disclose information about you to a relevant organisation in Australia under the following circumstances (without limitation):

- if you apply for admission in another Australian state or territory
- if you apply for a practising certificate
- if a complaint is made about you to an organisation which regulates the legal profession.

We will not disclose the results of your National Police History Check to any person or organisation outside Australia, without obtaining your prior consent to that disclosure.

Police reports from foreign jurisdictions (outside Australia)

Applicants are no longer required to supply any foreign police reports, when they apply through the online Admission Portal.²⁹ If the LPAB requires a foreign police report in your particular case, we will notify you after assessing your application.

If you are disclosing to the LPAB that you have a criminal conviction in a foreign country, you may wish to anticipate that the relevant foreign police report is likely to be required.

If a foreign police report is required from you, it must have been issued directly by a government authority of the relevant foreign country, and not by a third party service provider.

²⁹ Rule 18 of the Legal Profession Uniform Admission Rules 2015 (as varied under Rule 27 by Board decision on 5 July 2016).

Good behaviour bonds

Where an applicant is currently subject to a good behaviour bond, the LPAB will generally refuse to issue a compliance certificate but will notify the applicant that he or she may consider re-applying for admission after:

- the expiry of the period of the bond, and
- the receipt of confirmation that the applicant has not been subject to any further charges or proceedings.

When re-applying, the applicant will need to register a fresh application through the online Admission Portal. The Office of the LPAB will retain the applicant's academic transcript and PLT certificate, so those documents will not need to be lodged again. Other documentary evidence will be valid only for limited periods. When notifying the applicant of the refusal, the Office of the LPAB will explain which documents will need to be lodged again, based on various possible timings of a fresh application.

The applicant will also be required to pay the full application fee again at the time of the fresh application, or a reduced fee if the Board has advised that the applicant may re-apply within 6 months of the lodgment date of his or her original application. This is because, after the passage of 6 months, background checks such as a National Police History Check must be undertaken again.

In exceptional circumstances, the Board may depart from its usual practice of refusing to issue a compliance certificate where an applicant remains subject to a bond. If you are planning to apply for admission while subject to a bond and consider there are exceptional circumstances in your case, you are encouraged to discuss the matter with the LPAB's Legal Officer prior to lodging your application.

Driving record

We recommend that you obtain your official driving record (from the relevant jurisdictions) if:

- you have committed a significant number of driving infringements or offences (for example, more than 5 in any 3-year period), and/or
- you are making a disclosure in relation to any driving infringements or offences, and you cannot recall the details accurately.

Although you are *not required* to include your official driving record to your documentary evidence, we recommend you do so if you have committed more than 5 driving infringements or offences in any 3-year period.

If you do not include your official driving record with your documentary evidence:

- you should still disclose any driving infringements or offences in accordance with the 'Disclosure Guidelines for Applicants for Admission to the Legal Profession', and

- we may still request that you supply your official driving record to us, after you have lodged your admission application.³⁰ We may do this following an assessment of your application or for the purposes of a random audit.

Please note that, even if you do include your official driving record with your documentary evidence, you must still address those matters in your disclosure statement, in your own words. You should *at the very least* state the number of each type of matter, and the period of time over which you incurred those matters, for example:

- 2 fines for exceeding speed limit over 20kmh (2008-2012)
- 1 penalty notice for using mobile phone while driving (2015)
- 6 parking fines (2007-2015)
- 1 licence suspension for fine default (2012).

Student conduct

You must provide the originals of relevant official reports *if you have ever been the subject of disciplinary action* in relation to your student conduct by:

- any tertiary academic institution at which you obtained the academic qualification upon which you rely for the purposes of admission, and/or
- any practical legal training provider you attended.³¹

The report(s) must:

- be a type of report that reveals whether or not you were the subject of any disciplinary action, howsoever described, taken by the relevant institution or provider, and
- reveal the outcome of any such disciplinary action, and
- be prepared within 6 months before your admission application is received.

'Disciplinary action' includes, but is not limited to, any adverse finding against you which results in:

- a warning or reprimand
- a reduction in marks, or the award of zero marks
- failing the subject in question, or exclusion from the course, or
- any other penalty.

'Student conduct' includes both academic conduct as well as general conduct (ie your personal behaviour).

³⁰ Section 19(2) of the *Legal Profession Uniform Law (NSW)*.

³¹ Rule 19 of the Legal Profession Uniform Admission Rules 2015 (as varied under Rule 27 by Board decision on 23 June 2015).

You do not have to provide student conduct reports if you have never been the subject of disciplinary action in relation to your student conduct.

If you have been the subject of disciplinary action but you are unable to obtain the relevant student conduct reports, you should write to the Executive Officer of the LPAB at the earliest opportunity, with evidence of your efforts to obtain them. Given that delays can occur if you are not able to provide the required reports, you should not make plans to attend an admission ceremony on any particular date.

The LPAB conducts random audits in relation to the student conduct of admission applicants, and will obtain 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.

We seek your signed consent to enable the LPAB to directly obtain your student conduct reports from any relevant institution or provider, as a condition of the processing of your application. If the LPAB obtains your reports directly, it will meet the cost itself.

Disclosures

You must disclose to the Board the details of any matters which:

- might be relevant to the Board's consideration of whether or not you are a fit and proper person to be admitted to the Australian legal profession, 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 to the Australian legal profession.

To assist you in determining what matters should be disclosed, you must read the 'Disclosure Guidelines for Applicants for Admission to the Legal Profession' at www.lpab.justice.nsw.gov.au.

If you have anything to disclose, you must provide a statement about your disclosure. You may either:

- type your statement in the space provided on the online admission application form (maximum of 3,000 characters), or
- provide your disclosure statement in a separate, original statutory declaration³².

In either case, your disclosure statement should set out the full details of the circumstances you are disclosing. It should also contain sufficient detail to enable the LPAB to understand the full extent and significance of the matters being disclosed.

³² A template for a NSW statutory declaration may be downloaded from www.lpab.justice.nsw.gov.au.

Disclosure statements which are vague or lack essential details will invariably result in a request to you for further information and/or evidence, and this may delay the processing of your application. For example, if you are disclosing a past criminal offence, you should include in your disclosure statement (as a minimum):

- the date on which the offence was committed
- the full legal name of the offence with which you were charged (rather than a generic description)
 - for example: 'driving with middle range prescribed concentration of alcohol', and not simply 'drink driving'
- the date on which the matter was heard by a court
- the name (jurisdiction) of the court and its sitting location
- the outcome (such as whether or not you were convicted, or received a dismissal or discharge without conviction)
- the sentence imposed
- whether or not you have completed/served any sentence imposed and paid any fines, penalties or court costs imposed
- your explanation of the circumstances of the offence, and
- what steps you have taken since the offence to address the underlying cause of your offending and to re-establish your good fame and character in the community.

You must provide original or certified copies of any available documentary evidence relating to any matter you have disclosed.

If you do not provide such evidence because it is not available, we may request that you make further efforts to obtain it (or a suitable substitute). This is likely to be the case where the matter(s) you have disclosed may have a significant bearing on the assessment of your suitability for admission to the Australian legal profession.

Your duty of disclosure

You have a duty to make a full and complete disclosure in relation to any matter which a reasonable applicant would consider that the LPAB might regard as not being favourable to you, when considering whether you are:

- currently of good fame and character, and
- a fit and proper person to be admitted to the Australian legal profession.³³

This includes any matter which may reflect negatively on your honesty, respect for the law, or your ability to meet professional standards.

³³ Rule 17(1) and (2) of the Legal Profession Uniform Admission Rules 2015.

You also have an ongoing obligation of disclosure to the LPAB whilst your application is in progress. If any relevant matter occurs subsequent to you signing your application, you must notify the LPAB in writing in a statutory declaration.

If, after being admitted, you become aware that you did not make a full and complete disclosure in relation to any relevant matter, you should write to the Executive Officer of the LPAB at the earliest opportunity to make a 'post-admission disclosure', by way of a statutory declaration. Your further disclosure will then be placed before the LPAB to determine what, if any, action should be taken in relation to the disclosure.

Consequences of failure to disclose

A failure to disclose a matter, or an attempt to mislead the LPAB in relation to a disclosure, can have catastrophic consequences for you.

If the information you have provided in your disclosure statement is found to be false, misleading, or incomplete in a material particular:

- you may be refused admission to the Australian legal profession
- if the LPAB has already issued a compliance certificate in respect of your admission, the compliance certificate may be revoked, and
- if you have already been admitted, you may be struck from the Roll of Lawyers (at any time after being admitted).

Even if you state that you have nothing to disclose, you will be making that statement by way of statutory declaration, when you sign your admission application form.

It is a serious criminal offence to make a false statutory declaration. The penalties include imprisonment for up to five years.

Character references

When you lodge your hard copy documentary evidence, you must include two original statutory declarations as to your character³⁴, made by persons who:

- have known you for at least two years (unless the LPAB determines some other period), and
- are not related to you by blood, marriage, or as a domestic partner, and
- (if you are or have ever been a legal practitioner in a foreign jurisdiction) have been associated in legal practice with you in that jurisdiction.³⁵

³⁴ Rule 16 of the Legal Profession Uniform Admission Rules 2015.

³⁵ This means that, if you are or have ever been a legal practitioner in a foreign jurisdiction, both your referees must also be persons who are or were legal practitioners in that jurisdiction. If you are unable to meet this requirement, please contact the Office of the Board. In limited circumstances the Executive Officer may be able to grant dispensation from the requirement, and instead accept one or more alternative character references.

There are four different forms for a character reference made by statutory declaration (Form 3A, 3B, 3C or 3D) which may be downloaded from www.lpab.justice.nsw.gov.au. Each contains the precise wording that is necessary to comply with the Uniform Admission Rules, depending on your circumstances ie:

- whether or not you have been admitted previously, and
- whether or not you are making a disclosure in your application.

Please read the ‘Guidance for character referees’ at www.lpab.justice.nsw.gov.au, and ensure that a copy is given to both your referees, along with the correct form.

If you are making a disclosure in your admission application, your character referees must:

- have read your disclosure statement,³⁶ and
- attest in their statutory declarations to having read your disclosure statement.

We may contact your referees to verify the information they have provided, and/or to confirm that they are aware of the details in any disclosure statement you have made.

There is no requirement for a character referee to be a certain age. However we recommend that a referee is at least 21 years of age and understands the significance of his/her role as a referee.

Certificate of good standing

If you have been admitted in a foreign jurisdiction (outside Australia), you must include with your hard copy documentary evidence an original statement from the relevant professional body in that jurisdiction that you:

- are a member of the legal profession in good standing, and
- are not subject to any current or pending disciplinary matters.

This statement (also known as a ‘Certificate of Good Standing’) should show the date on which you were admitted in that jurisdiction and must be made no earlier than 2 months before the date your documentary evidence is received.

³⁶ However, under Rule 17(4) you may make any disclosure relating to your physical or mental capacity in a separate statutory declaration which does not have to have been read by your character referees.

Early assessment of suitability

Before you apply for admission, you may seek a declaration from the LPAB that a specific matter or matters you wish to disclose will not adversely affect the LPAB's assessment of your suitability to be admitted.³⁷

An application for such a declaration:

- is usually made a number of years before the person intends to apply for admission
- may be appropriate for a person who is doubtful that he/she would be considered suitable for admission, on the basis of some aspect of his/her past conduct, and
- may be particularly relevant to a person who is considering legal studies, or the continuation of legal studies. He/she may not wish to pursue such studies while there is a risk that something in his/her past may ultimately prevent him/her being admitted as a lawyer in the future.

If the LPAB makes a declaration in relation to any or all of the matters disclosed, the declaration will be binding on the LPAB unless the applicant failed to make a full and fair disclosure of all relevant matters.

Any matters which were not disclosed in the application (including matters which took place after the application or declaration was made) may nevertheless adversely affect the LPAB's assessment of the person's suitability for admission.

To apply for a declaration, you need to:

- complete Form 4³⁸ and make a statutory declaration
- attach a disclosure statement referred to in Rule 17, as if you were applying for a compliance certificate for the purposes of admission, and include a statement setting out the grounds on which you consider the Board should make the declaration
- attach evidence of your qualifications, character references, police reports, student conduct reports, and/or certificate of good standing, as may be relevant to your application
- attach copies of any other documents which may be relevant, and particularly those which support the facts as set out in your disclosure statement, and
- pay the prescribed fee (currently \$380).

For further information, please contact the Office of the LPAB.

³⁷ Section 21 of the Legal Profession Uniform Law (NSW).

³⁸ Form 4 can be downloaded from the website www.lpab.justice.nsw.gov.au.

10. Conditional admission of foreign lawyers

Section 20 of the *Legal Profession Uniform Law (NSW)* provides for the LPAB to recommend in a compliance certificate in respect of a foreign lawyer that the foreign lawyer be admitted subject to conditions of one or more of the following kinds:

- a) a condition limiting the period of the foreign lawyer's admission
- b) a condition requiring the foreign lawyer to undertake particular academic or practical legal training or both
- c) a condition requiring the foreign lawyer to engage in supervised legal practice
- d) a condition limiting the area of law in which the foreign lawyer may engage in legal practice
- e) a condition otherwise restricting the foreign lawyer's practising entitlements.

A 'foreign lawyer' means an individual who is properly registered or authorised to engage in legal practice in a foreign country by the foreign registration authority for the country.

Before applying

A foreign lawyer who proposes to apply for conditional admission must first apply for assessment of his or her qualifications using Form 16 and Form 17. Further information about applying for assessment is in Sections 5 and 7 of this Guide.

However, a foreign lawyer who proposes to apply for conditional admission for a limited period, in order to act in relation to one or more particular matters, is not required to first apply for an assessment of his or her qualifications. Instead such an applicant must attach original evidence of those qualifications to his or her application for admission.

Applying for conditional admission

A foreign lawyer must apply for conditional admission as part of an online admission application using the Admission Portal. When lodging his or her documentary evidence, the foreign lawyer *must* also include a separate statement with information about:

- (i) the nature and scope of the foreign lawyer's skills, experience, employment and responsibilities in legal practice
- (ii) the nature and scope of the legal practice in which the foreign lawyer proposes to engage in Australia, and
- (iii) any proposed employment, supervisory and professional support arrangements which the foreign lawyer has already made in Australia.

The foreign lawyer *may* also attach to his or her documentary evidence a statement which:

- (iv) sets out the nature, scope and purpose of any conditions of the kinds set out in section 20 of the *Legal Profession Uniform Law (NSW)* which the foreign lawyer considers might appropriately be attached to the certificate of compliance

- (v) explains how any conditions proposed by the foreign lawyer will assist the foreign lawyer's practice in Australia and why the conditions may be appropriate in the circumstances.

If you are considering applying for conditional admission, you are welcome to contact the Office of the LPAB to discuss your particular circumstances with the Executive Officer, before you lodge your application.

Refusal of conditional admission

Examples of common reasons for the Board refusing to recommend to the Supreme Court that a foreign lawyer be admitted subject to conditions include that:

- the applicant has no employment, supervisory or professional support arrangements in place in Australia, or
- the conditions proposed by the applicant would not adequately protect consumers of legal services and the administration of justice, in the absence of the applicant having met the academic prerequisite for admission, or
- it would be impractical for the applicant to avoid practice that pertains to the academic areas of knowledge in which the applicant has not completed studies.

Examples of common conditions

Where the Board has recommended to the Supreme Court that a foreign lawyer be admitted subject to conditions, the most common conditions to date have been that:

- the applicant may only engage in practice as a corporate legal practitioner, and/or
- the applicant may only engage in practice as a government legal practitioner.

The definitions of 'corporate legal practitioner' and 'government legal practitioner' are found in section 6 of the *Legal Profession Uniform Law (NSW)*.

In cases where the above conditions have been recommended, the Board has also generally recommended that:

- the applicant may not engage in legal practice as a volunteer at a community legal service, or otherwise on a pro bono basis, and
- if the applicant has, to the satisfaction of the LPAB completed further studies in, and passed the prescribed assessment for the areas of knowledge of (insert academic areas of knowledge), in a law course accredited under rule 7(1)(a) of the Uniform Admission Rules 2015 in NSW or Victoria, the applicant may thereafter continue to practise in such capacity and in such areas as the relevant practice regulator may determine.

Determining an application for conditional admission

Under procedures agreed between the admitting authorities of jurisdictions which are participating in the Legal Profession Uniform Law framework:

- a) the LPAB is not required to recommend any condition proposed by the foreign lawyer
- b) the LPAB may recommend one or more other conditions of the type referred to in section 20(1) of the *Legal Profession Uniform Law (NSW)* if the LPAB considers that such conditions:
 - i. may assist the foreign lawyer to adjust to practising law effectively and efficiently in Australia
 - ii. may help to ensure that the foreign lawyer provides legal services of an appropriate professional quality and standard to clients in Australia, or
 - iii. are appropriate for any other reason
- c) before deciding to recommend any conditions, the LPAB will refer the foreign lawyer's application and any conditions proposed by the LPAB to the admitting authority in each other participating jurisdiction and to the practice regulator in NSW for comment
- d) after considering any comments, the LPAB may issue a compliance certificate with respect to such a foreign lawyer, subject to such conditions recommended by the LPAB, if the LPAB is satisfied that the foreign lawyer is also a fit and proper person to be admitted to the Australian legal profession
- e) when assessing an application for a compliance certificate subject to conditions under section 20, the LPAB will, among other matters, have regard to whether the foreign lawyer:
 - i. has satisfied any requirement of the LPAB relating to the foreign lawyer's knowledge of written and spoken English made pursuant to rule 10(2) of the Legal Profession Uniform Law Admission Rules 2015
 - ii. after the LPAB has assessed the applicant's qualifications, has not been directed by the LPAB to undertake further studies in more than six academic areas of knowledge set out in Schedule 1 of the Legal Profession Uniform Law Admission Rules 2015, and
 - iii. has been in legal practice in a foreign jurisdiction for a minimum of seven years (including any training contract), and if that period of practice was not recent and consistent, has otherwise since maintained an adequate connection with legal practice.

These procedures do not alter in any way an applicant's obligation to comply in all respects with the requirements of the Legal Profession Uniform Admission Rules 2015.

11. Corporate and government lawyers not yet admitted

Prior to the commencement of the *Legal Profession Uniform Law (NSW)* on 1 July 2015, corporate and government lawyers in NSW were exempt from the requirement to be admitted or to hold a practising certificate in order to engage in legal practice.

There is no equivalent exemption under the Uniform Law. The intention behind this change is to bring all persons engaged in legal practice into the new regulatory scheme and ensure such persons are maintaining mandatory regulatory obligations such as undertaking continuing professional development.

However, the NSW Government has introduced a number of exemptions and transitional arrangements which will help to manage the impact on affected persons.

Corporate lawyers

Corporate lawyers who are not already admitted to the Australian legal profession will be required to be admitted and hold a practising certificate. However, there will be a three year transitional exemption from these requirements (ie until 30 June 2018).

In addition to covering any person currently employed as a corporate lawyer, the exemption will also apply to anyone who commences work as a corporate lawyer during the three year transition period.

Any corporate lawyer practising pursuant to this transitional exemption will need to notify the NSW Legal Profession Admission Board, within one year of engaging in practice pursuant to this exemption. An online form for this purpose is available at www.lpab.justice.nsw.gov.au/clause19notice.

A corporate lawyer who qualified in a foreign jurisdiction but who has not been admitted in Australia will need to have his or her academic qualification and practical legal training assessed prior to applying for admission (see Sections 5 and 7 of this Guide).

Government lawyers

Any person employed as a government lawyer in the 12 months prior to commencement of the Uniform Law, and who is not currently admitted to the legal profession, will be permanently exempt from the requirement to be admitted and to hold a practising certificate while they continue to work as a government lawyer.

In addition, for anyone who commences work as a government lawyer after 1 July 2015 and who is not admitted, there will be a three year transitional exemption from the requirement to be admitted and hold a practising certificate (ie until 30 June 2018).

Any government lawyer practising pursuant to this transitional exemption will need to notify the NSW Legal Profession Admission Board, within one year of engaging in practice pursuant to this exemption. An online form for this purpose is available at www.lpab.justice.nsw.gov.au/clause19notice.

12. Outcomes of admission applications

This section explains the different outcomes which are possible as a result of the assessment of your admission application.

Deferred

Where an application is 'deferred', it means that determination of the application has been delayed until a future time (usually specified), for the purpose of the Board obtaining additional information or undertaking further analysis.

If the additional information or analysis becomes available within 6 months of the lodgment date of the original application, the applicant will usually not need to register a fresh application through the online Admission Portal, or pay the admission fee again.

However, if received more than 6 months after the original lodgment date, the applicant will need to register a fresh application through the online Admission Portal, and may be required to pay some or all of the admission fee again. This is because, after the passage of 6 months, background checks such as a National Police History Check must be undertaken again.

Where an applicant needs to register a fresh application, the Office of the LPAB will retain the applicant's academic transcript and PLT certificate, so those documents will not need to be lodged again. Other documentary evidence will be valid only for limited periods. When notifying the applicant of the deferral, the Office of the LPAB will explain which documents will need to be lodged again, based on various possible timings of a fresh application.

Refused but the applicant may consider re-applying

Where an application is 'refused but the applicant may consider re-applying', it means that the Board has refused to issue a compliance certificate, and in doing so has made its final determination of the application.

However, in recognition that a fresh application in the future may achieve a different outcome, the applicant will be advised that he or she may consider re-applying at a future time (usually specified). For example, an applicant who is currently subject to a good behaviour bond (but otherwise meets the suitability criteria), will usually be refused but the applicant will be notified that he or she may consider re-applying.

In every case the applicant will need to register a fresh application through the online Admission Portal. The Office of the LPAB will retain the applicant's academic transcript and PLT certificate, so those documents will not need to be lodged again. Other documentary evidence will be valid only for limited periods. When notifying the applicant of the refusal, the Office of the LPAB will explain which documents will need to be lodged again, based on various possible timings of a fresh application.

The applicant will also be required to pay the full application fee again at the time of the fresh application, or a reduced fee if the Board has advised that the applicant may re-apply within 6 months of the lodgment date of his or her original application. This is because, after the passage of 6 months, background checks such as a National Police History Check must be undertaken again.

Refused outright

Where an application is 'refused outright', it means that the Board has refused to issue a compliance certificate, has made its final determination, and does not wish to advise the applicant that he or she may consider re-applying at a future time.

This usually means that the Board is unable to foresee when or if the applicant might meet the suitability criteria in future. It does not necessarily rule out the Board considering a fresh application in the distant future, but it does not suggest such an application. A person whose application has been refused outright, but who wishes to pursue admission, will need to lodge an appeal against the Board's decision in the Supreme Court.

Deferred pending refusal outright

Where an application is 'deferred pending refusal outright', it means that the Board is considering refusing the application outright but has delayed its determination until a future time (usually the next Board meeting).

The purpose is to enable the preparation of Reasons for Decision (to be considered by the Board at its next meeting), and also to notify the applicant and invite him/her to provide any further submissions about the matters at hand.

Approved

Where an application is 'approved', it means the Board has approved the issue of a compliance certificate, without conditions.

In order to be admitted to the Australian legal profession, the applicant must attend an admission ceremony, take an oath or swear an affirmation, and sign the Supreme Court Roll (see Section 14 of this Guide).

Approved with conditions

Where an application is 'approved with conditions' in respect of a foreign lawyer, it means the Board has recommended that issue of the compliance certificate be subject to one or more conditions, pursuant to section 20 of the *Legal Profession Uniform Law (NSW)*.

Any such conditions will be specified in the notification letter to the applicant, and in the compliance certificate. Conditional admission is only available to foreign lawyers (ie people who are properly registered or authorised to engage in legal practice in a foreign country by the foreign registration authority for the country).

In order to be admitted to the Australian legal profession, the applicant must attend an admission ceremony, take an oath or swear an affirmation, and sign the Supreme Court Roll (see Section 14 of this Guide).

13. Appeals against a refusal

An applicant for admission may appeal to the Supreme Court, under section 26 of the *Legal Profession Uniform Law (NSW)*, against a refusal of the LPAB to issue a compliance certificate. Should you wish to consider appealing the LPAB's refusal to the Supreme Court, you are encouraged to seek and be guided by independent legal advice.

The timeframe for an appeal is set out in Uniform Civil Procedure Rule 50.3, which states:

- 1) A summons commencing an appeal must be filed:
 - a) within 28 days after the material date, or
 - b) if the appeal relates to the decision of a judicial officer, within such further time as the judicial officer may allow so long as the application for such further time is filed within 28 days after the material date, or
 - c) within such further time as the higher court may allow.
- 2) An application for an extension of time under subrule (1) (c) must be included in the summons commencing the appeal.

In the case of a refusal to issue a compliance certificate, the 'material date' is the date of the letter advising the applicant of the LPAB's decision.

14. Attending an admission ceremony

Attending your admission ceremony is a compulsory final step in the admission process. Your admission as a lawyer will not be effective until you have signed the Supreme Court Roll at the conclusion of the ceremony.

Ceremony dates and times

Admission ceremonies are held:

- in Sydney about every 4 weeks throughout the year (except January)
- in Newcastle on one day each year in February.

Ceremony dates are listed in the 'Events and deadlines' calendar at the website www.lpab.justice.nsw.gov.au.

Booking the admission ceremony of your choice

After we receive your hard copy documentary evidence, we will send you an email to advise that you can now go into the Admission Portal and book into an admission ceremony.

You will have the choice of any ceremony time and date, as long as there is available seating and the ceremony date falls at least 4 weeks after we have received your documentary evidence.

However, we recommend that you do not book your ceremony until after your admission application has been approved if you:

- have a complex application (see Section 2 of this Guide), and/or
- need certainty about the date of your admission ceremony, due to long-distance travel arrangements.

Changing your choice of ceremony

Please choose your ceremony carefully. If you change your mind, you will need to contact us and pay a \$85 fee to change the time and/or date of your ceremony.

If you contact us to make a change within 7 calendar days of the date of your booked ceremony, you will also need to pay \$180 for a replacement Certificate of Admission, because all certificates contain the date of the admission ceremony.

Cancellation of ceremony bookings

A ceremony booking is tentative only, until your admission application has been approved.

If you book into a ceremony and your admission application has not been approved by 7 calendar days prior to the date of that ceremony, your booking will be automatically cancelled, due to our lead times for ceremony preparations including the printing of certificates.

If your ceremony booking is automatically cancelled, you will receive an email notification, and you will need to re-book into another ceremony to be held on a later date.

Moving your admission

At the ceremony, it will be necessary for your admission to be 'moved' by a person who is:

- currently on the Supreme Court Roll in New South Wales (whether or not the person currently holds a practising certificate), or
- an Australian legal practitioner provided he or she holds a current practising certificate in New South Wales or any other Australian state or territory. Certificates must be presented to LPAB staff at the ceremony before moving an admission.

Current members of the judiciary (ie judges and magistrates) may not move an admission.

It is generally your responsibility to find someone to move your admission. If you completed your practical legal training with either the College of Law or the Australian National University, those organisations may be able to assist you by providing a mover. If you remain unable to find a mover, please contact the Office of the LPAB for further assistance.

Please advise your mover that simple instructions for movers, including the words he/she will be required to speak, will be waiting for them on the seats allocated to movers at the ceremony.

Location of ceremonies

Admission ceremonies in Sydney are conducted at the Law Courts Building at Queens Square (located between Macquarie Street and Phillip Street, near King Street in Sydney).

Admission ceremonies in Newcastle are conducted at the Newcastle Court Complex at 343 Hunter Street, Newcastle (corner of Hunter and Burwood Streets).

Security

For your security and safety, perimeter security screening is in operation and screening is a requirement for everyone entering the court building. Refusal to comply may result in denial of entry to the building. If you have medical concerns about the screening process, please talk to one of the security staff on duty.

Security guards are trained to conduct searches in a manner that protects your privacy and dignity. Further information about court security in the Law Courts Building is on the Supreme Court's website at www.supremecourt.justice.nsw.gov.au.

Transport and parking (Law Courts Building)

The closest railway stations to the Law Courts Building are St James and Martin Place. There are a number of parking stations, such as the Domain Parking station, MLC Centre and Sydney Hospital. The LPAB does not have any arrangements with parking stations.

Attendance (Law Courts Building)

You will need to arrive at the Law Courts Building at least 40 minutes prior to your ceremony. This is to allow you to clear the security area at the ground floor and make your way to the Banco Court on Level 13. Please remember that there are a large number of people attending the same ceremony along with their guests and movers. This can cause delays in getting through security and accessing a lift.

The Banco Court will be open 30 minutes before the ceremony and you will need to be seated well in advance of your ceremony time. The LPAB's Executive Officer or nominee conducting the ceremony will advise you on the process to be followed and what you will need to do during the ceremony.

You should expect to be at the Law Courts Building for around 90 minutes which includes the pre-ceremony instructions, the ceremony itself and your signing of the Supreme Court Roll.

Attendance (Newcastle Court Complex)

You will need to arrive at the Newcastle Court Complex at least 30 minutes prior to your ceremony.

The Court will be open 30 minutes before the ceremony and you will need to be seated well in advance of your ceremony time. The LPAB's Executive Officer or nominee conducting the ceremony will advise you on the process to be followed and what you will need to do during the ceremony.

You should expect to be at the Newcastle Court Complex for around 90 minutes which includes the pre-ceremony instructions, the ceremony itself and your signing of the Supreme Court Roll.

Guests

You may bring up to 3 guests, in addition to your mover. (If you bring more than 3 guests, the additional guests may be unable to be seated, or even permitted into the courtroom, due to seating and space restrictions).

Children are welcome at the ceremony, however, they will need to remain with your guests at all times.

Accessibility

If you or any of your guests will need accessibility assistance at the ceremony, please enter the details when you book your ceremony online, so that we can make appropriate arrangements in advance.

The Banco Court in the Law Courts Building has steep seating with many stairs. Wheelchair access into the Banco Court is available via a lift platform, but requires assistance.

Photography or filming

No photography or filming is allowed in court rooms or court buildings. However, photography is allowed in the area where you sign the Supreme Court Roll and collect your Certificate of Admission.

Ceremony

The ceremony is in 3 parts:

1. Moving of Admissions

The Executive Officer will call the name of each applicant in turn. As his/her name is called, the applicant will stand, as does his/her mover. The mover will formally ask that the applicant's admission be granted. The Chief Justice will assent and the applicant and mover should then bow and sit down.

2. Oath or Affirmation of Office

The Executive Officer will call applicants to come and stand before the bench and take an Oath of Office or make an Affirmation of Office in small groups. The Oath will be read, and the applicants before the bench will then be asked to say together either 'So help me God' or 'I do'.

3. Chief Justice's Speech

The Chief Justice will make a speech. A copy of the speech will be available on the Supreme Court website.

Signing the Roll

Following the ceremony, applicants and their guests should proceed to the foyer on the ground floor where applicants will sign the Supreme Court Roll and collect their complimentary Certificates of Admission. Once you have signed the Roll you are a lawyer. Photography is allowed at this time.

Practising Certificate

Before you can commence practice as a solicitor or barrister, you will need to apply for a practising certificate. You will need to arrange this through either the Law Society of NSW or the NSW Bar Association.

Immigration and Skills Assessments

In order to obtain a 'Skilled Migration Letter' from the LPAB, a person will need to have had their qualifications assessed in accordance with the Board's Rules and the 'Uniform Principles for Assessing Qualifications of Overseas Applicants for Admission', and been admitted as a lawyer in NSW. To apply for a Skilled Migration Letter after you have been admitted as a lawyer you should:

- complete the miscellaneous certificate/letter application form available from the Board's website, and

- pay the prescribed fee (currently \$85).

The application form and payment by credit card can be sent by email if you wish, as no original documents are required for this application.

If you are applying for a sub class 485 Visa you can apply for a provisional skills assessment. To lodge this application you should:

- complete the miscellaneous certificate/letter application form
- provide an original academic transcript showing completion of an accredited law degree, and
- pay the prescribed fee (currently \$85).

The application form and payment by credit card must be sent by post or delivered to the Office of the LPAB as original documents are required for this application.

Certificate of Current Admission

A Certificate of Current Admission is issued under the LPAB's seal and confirms that a person has been entered into the NSW Roll of Lawyers and remains on that Roll. It is required when seeking admission in different jurisdictions or for the issue of practising certificates in other Australian states and territories.

If you require a Certificate of Current Admission you will need to:

- complete the application form available on the LPAB's website, and
- pay the prescribed fee (currently \$85).

The application form and payment by credit card can be sent by email if you wish, as no original documents are required for this application.

The Certificate of Current Admission cannot be used as a substitute for a Certificate of Good Standing. To obtain a Certificate of Good Standing, you need to contact the Law Society of NSW or the NSW Bar Association.

Replacement Certificate of Admission

A copy of an original Certificate of Admission can only be issued if the original has been lost or destroyed. If a Certificate has been lost or destroyed, a statutory declaration setting out the reasons surrounding the loss must be lodged together with any application.

If you change your name and wish to have a replacement certificate issued, you will need to return the original Certificate to the Office of the LPAB.

If you require a replacement Certificate of Admission you will need to:

- complete the application form available on the Board's website, and
- pay the prescribed fee (currently \$180).

The application form and payment by credit card can be sent by email if you wish, as no original documents are required for this application.

15. Appendix 1 – Definition of ‘Significant Disclosure’

A ‘significant disclosure’ includes but is not limited to a disclosure with any one or more of the following circumstances:

- any conviction for any criminal offence at any time in the past, including any spent conviction
 - with the exception of a) convictions for driving with a prescribed concentration of alcohol within the novice, special, low or mid ranges (provided there is no more than one such conviction within any 5-year period during the past 15 years); and b) convictions for minor traffic offences (provided there are no more than 5 offences for every 3 years of the applicant’s driving experience)
- any finding of guilt at any time in the past where no conviction was recorded and the offence involved dishonesty (including but not limited to stealing, larceny, embezzlement, theft, receiving, fraud, identity fraud, forgery, offences involving false and misleading statements, perjury, or perverting the course of justice), or any disclosure of such conduct even if no charge was laid
- being currently subject to a good behaviour bond
- being an undischarged bankrupt, being discharged from bankruptcy within the past 10 years, or being currently subject to a debt agreement under Part IX or a personal insolvency agreement under Part X of the *Bankruptcy Act 1966* (Cth)
- overpayment of any kind of Centrelink or social security entitlements at any time for any reason, where a) the overpayment has not yet been re-paid in full, or b) the total amount of the overpayment was more than \$5,000 even if re-paid in full
- being or having been a company director or officer of a company which within the past 10 years entered voluntary administration, liquidation, receivership, winding up or external administration
- being subjected to a substantial penalty for academic misconduct (including but not limited to penalties of a) exclusion from the course, b) failure of the subject in question, c) receiving zero marks in the relevant assessment, or d) any similar or higher penalty)
- past or current acute mental health injury or mental illness (including but not limited to bipolar affective/mood disorder, severe personality disorder, dementia, psychiatric disorder, or any symptoms of delusions, hallucinations, serious disorder of thought, severe disturbance of mood, or sustained or repeated irrational behaviour), or any current substance use disorder.

Please note you also have an obligation to disclose other types of matters not listed above, in accordance with the ‘Disclosure Guidelines for Applicants for Admission to the Legal Profession’. Before submitting your admission application, you must read those Disclosure Guidelines. A copy can be downloaded from www.lpab.justice.nsw.gov.au.

We also recommend that you read Section 9 of this Guide about ‘Fitness and Propriety to be Admitted’ before submitting your admission application.

16. Appendix 2 – 100 Points of Identity Documents

If you did not complete the online identity verification process³⁹, you will have to lodge original or certified copies of your paper identity documents, to the value of 100 points. You may also be required to attend the Office of the LPAB in person, to complete the identity verification process.

If you are lodging paper identity documents, you must provide:

- at least one document from either Category A or Category B (as listed below), and
- at least one document which contains a photograph of you,⁴⁰ and
- a combination of identity documents which includes your full name and date of birth.

Category A

Each document is worth 70 points:

- Birth Certificate
- Australian Passport (current, or expired within the previous two years, but not cancelled)
- Australian Citizenship Certificate
- International Passport (current, or expired within the previous two years, but not cancelled)
- other document of identity having the same characteristics as a passport eg diplomatic/refugee identification (with a photo or signature).

Category B

The first document is worth 40 points and each additional document is worth 25 points:

- Current Licence or Permit (Government Issued)
- Working With Children/Teachers Registration Card
- Aviation Security Identification Card/Maritime Security Identification Card
- Public Employee Photo ID Card (Government Issued)
- Department of Veterans' Affairs Card
- Centrelink Pensioner Concession Card or Health Care Card
- current Tertiary Education Institution Photo ID
- reference from a medical practitioner (who must have known the applicant for a period of at least 12 months).

³⁹ The online identity verification process is an optional step within the online admission application form, for applicants who have identity documents issued by a government agency in Australia.

⁴⁰ If you do not have an identity document containing a photograph, you must submit a passport style photograph that has been certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth).

Category C

Each document is worth 25 points:

- Birth Extract
- Foreign/International Driver's Licence
- Proof of Age Card (Government Issued)
- Medicare Card/Private Health Care Card
- Council Rates Notice
- Property Lease/Rental Agreement
- Property Insurance Papers
- Australian Tax Office Assessment
- Superannuation Statement
- Seniors Card
- Electoral Roll Registration
- Motor Vehicle Registration or Insurance Documents
- Professional or Trade Association Card.

If relied upon, the following documents must be from different organisations:

- Utility Bills (eg Telephone, Gas, Electricity, Water)
- Credit/Debit Card
- Bank Statement/Passbook.

There are special provisions that apply to the following categories of applicants who may be unable to meet the above identity requirements:

- recent arrivals (persons who have been in Australia for 6 weeks or less)
- Aboriginal and Torres Strait Islander residents in remote areas and communities, and
- persons under 18 years of age.

Please contact the Office of the LPAB for further information about alternative arrangements for those categories of applicants who are unable to meet the identity requirements.⁴¹

⁴¹ For further information about alternative arrangements, LPAB staff should refer to the ACIC model informed consent form.

17. Contact us

Legal Profession Admission Board of New South Wales

Phone: (02) 9338 3500
Fax: (02) 9338 3555
Email: lpab@justice.nsw.gov.au
Web: www.lpab.justice.nsw.gov.au
Street: Level 4, 37 Bligh Street, Sydney NSW 2000, Australia

18. Give us your feedback

We value feedback from applicants about the admission process, and about our client services generally. If you have a complaint, a compliment or a suggestion, please send it to:

lpabfeedback@justice.nsw.gov.au

Feedback which is sent to the above email address will be reviewed and responded to by the Office of the LPAB's Client Relations Manager.

19. Document history

Version	Date	Reason
2.0	30 August 2016	Revised to reflect use of the online Admission Portal after 23 September 2016.
2.1	1 July 2017	Updated fees, inclusion of advice against use of the online Admission Portal with a mobile phone, and additional information relating to conditional admission.
