

Identification Card Application



Fill in the applicant's name and email address and then choose the type of card, either Solicitor ID Card **OR** Representative ID Card. Trainee solicitors please use Representative ID Card application box. Write in BLOCK CAPITALS please or the application may be rejected. See guidance notes overleaf.

Applicant's First Name Surname

Email Address

CLSA member £ 25

Non Member £ 35 (N1)

Solicitor ID Card

Firm's name

Firm's principal tel. number to appear on card (N3).....

Practising Cert. No. Duty PIN (if applicable)

Signed by Applicant *see undertaking below

..... Date.....

Affix
Applicant
Photo
Here
(N2)

Representative ID Card (including trainee solicitors)

Firm's Name Or Freelance (N4)

LSC accreditation PIN (required) (N5)

Signed by Applicant *see undertaking below

..... Date.....

Affix
Applicant
Photo
Here
(N2)

Name of Authorising Solicitor (N6)..... This is a true likeness of the applicant

Signed by Authorising Solicitor Date

Authorising Solicitor's principal telephone number to appear on card (N3)

Address where the card will be sent. (the representative card will only be sent to the authorising solicitor) (N7)

.....

..... Town/City.....

County..... Post Code..... DX Number DX Area

* PROFESSIONAL UNDERTAKING :

By signing above you agree to. (Delete words in [] if application for a card is by a duty/own solicitor). I/[We the representative and authorising solicitor] hereby undertake that I/We will notify the issuing authority at the address given overleaf if (a) the identification card issued is mislaid or lost at any time, [or (b) the authorised representative is no longer employed by the authorising solicitor or the authorising solicitor's firm] or (c) [there is a change in the practising address or there is any other material change in the information contained in this form, including giving up working as a duty solicitor and that such notification will be given within 14 days of the relevant event and that upon such notification the card holder will return the said card forthwith to the issuers. I/We further acknowledge that the card remains at all times the property of the issuers and will be returnable if at any time the issuers require the return of the said card.

CLSA
DX 2740
Brighton

ID Card
Suite 2, Level 6, New England House, Brighton,
BN1 4GH

Will fit C4 envelope or fold here for DL envelope.

Notes/Help For Filling in the ID Card Application Form

Note	
Contact Details	Email: id@clsa.co.uk Voicemail: 01273 676231
N1 Cheque Payment	CLSA members £ 25 Inc Vat (£20.83 plus VAT @ 20%) Non members £ 35 Inc Vat (£29.17 plus VAT @ 20%) Payable to 'CLSA Events Ltd'
N2 Photograph	Passport size colour photo showing front of face of applicant in full.
N3	This should be your firm's principal telephone number to enable any checks to be made.
N4	Freelance representatives make an application in the normal way but leave the Firm's Name blank. "Freelance" will appear on the card. The authorising solicitor must sign the authorising section and the card will be sent to their address.
N5	As listed on the Register of Police Station Representatives 0845 543 8910
N6	Representative ID Card applicant only. Solicitor ID Card applicant need not complete. The authorising solicitor may be contacted to confirm identity.
N7	All applicants to complete.