



LG02 Lincoln House, 1-3 Brixton Road, London SW9 6DE  
[info@nationalparalegals.co.uk](mailto:info@nationalparalegals.co.uk)  
0207 112 8034

**APPLICATION FOR A NALP LICENCE TO PRACTISE**

Title: ..... First Name/s .....  
Surname.....  
Address.....  
.....  
.....Post Code.....  
Email.....  
Telephone No: Home.....Work.....  
Mobile.....Work Email.....  
Employer.....  
Job Title.....

**LICENCE Eligibility**

Must already be a Fellow, Associate (with minimum 3 years experience) or Principal Fellow Member of NALP

I have the following membership with NALP:

- NALP Fellow [ ]    NALP Associate (with 3 years experience) [ ]    Principal Fellow Member [ ]  
[ ] I am applying for a NALP Paralegal Licence to Practise and have paid £100 online  
[ ] I have PII and attach a copy

**1. Area(s) of Law you wish to Practise:**

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## 2. Competency

If you haven't already provided evidence of your qualifications, experience and competency in the area(s) of law you wish to practice, please do so now. Evidence has to be provided for each area of law and can be in the form of,

### **1. copies of qualifications and**

### **2. reference letters from employers and/or**

### **3. letters from clients expressing what service you have provided and when you provided it.**

**NB.** The burden lies with you to provide evidence that you have gained experience in this area of law for a minimum of three years. You must also have PII (Professional Indemnity Insurance) in place before making your application.

## 2. Confirmation of Good Character:

Have you ever:

- a) been convicted of any criminal offence (excluding motor offences involving fixed penalties and spent convictions)?  Yes  No
- b) been adjudicated Bankrupt or entered into an individual or partnership Voluntary Arrangement under the Insolvency Act 1986 as amended  Yes  No
- c) had an Order made against you by The Law Society under S.43 of The Solicitors Act 1974  Yes  No
- d) been removed from the office of Trustee of a Charity by an order within the terms of S72(1)(d) of the Charities Act 1993?  Yes  No
- e) Been disqualified from being a company director?  Yes  No
- f) been dismissed from your employment as a result of alleged dishonesty or incompetence  Yes  No
- g) been subject to any other matter that should reasonably be expected to be disclosed that may impact on your ability to act as a Paralegal  Yes  No



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If you have answered yes to any of the above, please supply full details below or on a separate sheet:

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.....  
.....  
.....

(NALP reserves the right to decline this application if any question has been answered with a 'yes' or if NALP subsequently ascertains that an applicant has not been totally truthful.)

**I declare that I have read and meet the eligibility criteria requirements to gain a NALP Licence to Practise and I have read and understood the NALP Code of Conduct and Ethics and the NALP Guidance on Offering Legal Services and Holding Out, and will be bound by this. In particular, I am fully aware that I cannot perform 'Reserved Activities' as defined by S12 of The Legal Services Act 2007. I am also aware of the NALP Complaints Procedure and that once my Licence is granted, I will be required to renew and re-affirm my status on an annual basis and produce 12 hours CPD per annum in order to do so.**

Signed.....Date:.....