

Certificate of Character application

Application process

- 1 Applicant reads information about applying for a Certificate of Character at lawsociety.org.nz/starting-as-a-lawyer/**
- 2 New Zealand Law Society Te Kāhui Ture o Aotearoa (Law Society) branch receives original signed application and fee**
Valid for three months
- 3 Branch sends acknowledgement of receipt to applicant**
- 4 Branch receives references sent in by referees**
- 5 Branch checks application**
Applicant contacted if further information (e.g. further references) is required
- 6 Branch lodges request for Criminal Conviction History with Ministry of Justice**
- 7 Branch sends request for disciplinary history to University/PLS course**
- 8 Branch advertises name of applicant to the profession/public**
- 9 Branch reviews application**
Once all references and all other information is received by the branch
- 10 Branch approves (or declines) application**
If there are any issues that require further consideration, application may be referred to National Office or a Practice Approval Committee for review.
- 11 If approved, Certificate of Character is issued to the applicant**

Next steps

- 12 File application for admission to the High Court**
Refer to lawsociety.org.nz/starting-as-a-lawyer/joining-the-legal-profession/admission
- 13 Apply for a practising certificate**
Submit application and sealed order for admission to the Law Society at registry@lawsociety.org.nz or Registry, New Zealand Law Society, PO Box 5041, Wellington, 6140

Application information

If you have any questions about this form or your application, please contact the relevant Law Society branch office (see contact details on page 16).

This form is to be completed by a candidate seeking admission as a barrister and solicitor of the High Court of New Zealand pursuant to Part 3 of the Lawyers and Conveyancers Act 2006.

Please ensure you provide as much relevant information as possible. An incomplete application may not be considered until all required information and documents have been received. If in doubt seek further information and/or advice from your Law Society branch. However, please note the Law

Society cannot provide legal advice to candidates, nor review your application in advance to ascertain the likelihood of approval.

Certified copies

Please ensure the wording below is used for certifying documents (preferably with a name stamp):

"I certify this to be a true copy of the original, which I have sighted, and the photo represents a true likeness of [name of the person presenting the document to me for certification]."

Privacy and Information Handling Policy

The personal information collected and held by the Law Society will be used to process and assess your application, and for purposes connected with the Law Society's regulatory or representative functions, or both.

Further information about how the Law Society handles information including personal information is set out in the Law Society's Information Handling Policy, which can be viewed at lawsociety.org.nz/privacy. This Policy also contains information about your right to access and seek correction of your personal information. Please read the Policy before completing this form. If you have any queries about the Information Handling Policy, please email our Privacy Officer at privacy@lawsociety.org.nz.

Time frame

You should allow eight weeks for this process to be completed. Please note this time span does not include the period (usually four weeks) required by the High Court to complete its process. Please refer to the admission dates on our website for application deadlines: www.lawsociety.org.nz/starting-as-a-lawyer

If any issues arise that require further consideration, the branch may refer your application to National Office for review. It may also subsequently be referred to a Practice Approval Committee (PAC) for consideration and an interview may be required. If this is the case, the Secretary of PAC will advise you of the process. Please note that it may take longer to process your application.

The process may also be delayed if you have not provided all the information needed to assess your application.

Checklist

Necessary items:

\$270.00 application fee. Instructions regarding payment will be sent to you following receipt of application.

Original certified copy of your NZ/Overseas passport or NZ driver licence. Please note correct wording to be used (see above). Passports must be signed. Both sides of driver license necessary to show expiry date.

Original references (these must be supplied by your referees directly to the Law Society branch office)

Where applicable:

Original certified copy of any name change document

Notice from the official assignee and a discharge of bankruptcy

Overseas conviction check

Supplementary information in relation to fit and proper person declaration

Original and current Certificate(s) of Standing from overseas regulatory body/ies be sent directly to branch

Self-addressed A4 courier for delivery of your Certificate of Character (not required if you intend to collect)

Application documents

All documents relevant to your application, including this application form, certified copies of documents, Certificates of Standing and references, must be dated no earlier than three months from the date on which a Certificate of Character is issued.

Once the Law Society is satisfied that you are a fit and proper person to be admitted to the High Court of New Zealand you will be issued with a Certificate of Character. **Certificates of Character expire three months from date of issue.** If your Certificate of Character expires before the date of your admission at the High Court, you will need to apply for a new Certificate of Character which will include further payment of the fee.

Proof of identity

Your name as entered on this form should be supported by relevant identification and will appear on any certificates issued by the Law Society.

You are required to provide an original certified copy of one of the following:

- **New Zealand or Overseas Passport** - the passport must be current and signed. An original certified copy of the identification page of your passport must be provided.
- **New Zealand Driver Licence** - the driver licence must be current and cannot be a temporary (paper) licence. Both sides of an original certified copy of your driver licence must be provided if the expiry date is on the reverse side.

These forms of identification meet the identification requirements for the Request for Criminal Conviction History – Third Party application to the Ministry of Justice. You are therefore not required to provide any further proof of identity documents for the process of that application.

If there has been a name change through marriage, civil union or deed poll you are required to provide an original certified copy of the relevant name change document (for example, marriage certificate).

The use of any other name/s (e.g. an unofficial English name) must also be explained by submitting a Statutory Declaration confirming the name/s used, how long you have used the name/s, and for what reason.

1

Personal details

Title (optional)

Miss Ms Mrs Mr Mx Other Please specify your own if you wish

First name

Preferred first name

Middle name(s)

Last name

Previous name(s) (if any)

Date of birth (dd/mm/yyyy)

Gender (optional)

Woman Man Non-binary Please specify your own if you wish

1 Personal details continued

Ethnicity (optional)

Select as many as applicable to you.

<input type="checkbox"/> New Zealand European	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Chinese	<input type="checkbox"/> African
<input type="checkbox"/> Māori	<input type="checkbox"/> Cook Island Māori	<input type="checkbox"/> Southeast Asian	<input type="checkbox"/> Other European
<input type="checkbox"/> Samoan	<input type="checkbox"/> Niuean	<input type="checkbox"/> Indian	<input type="checkbox"/> Other Ethnicity
<input type="checkbox"/> Fijian	<input type="checkbox"/> Other Pacific Peoples	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Not disclosed
<input type="checkbox"/> Tongan	<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Latin American	

2 Time in New Zealand

These questions are relevant to the number of references that you need to provide.

Have you lived in New Zealand continuously for the past 5 years? Yes No

If no, please specify which country/s you have resided in and for how long (only necessary for periods over 12 months)

3 Contact information

Please provide your contact address details, include an email address and at least one phone number.

Preferred address for correspondence Home Work

Home address

Home phone

Mobile

Personal email

Work address

DX (if applicable)

Work phone

Work email address

4 Admission details

Intended date of Admission (dd/mm/yyyy)

Intended place of Admission in New Zealand

5 Tertiary qualifications

Please record the details of all tertiary qualifications and bachelor degrees/certificates/diplomas commenced but not completed. If you attended more than one tertiary institution (including overseas universities) in completing your qualification, please note these below. The Law Society will be making inquiries from tertiary educational institutions concerning matters of character.

Tertiary Institution (state country if outside of NZ)

Student ID number

Qualification(s) obtained/commenced

Date awarded/completed (mm/yyyy)

Date withdrawn (mm/yyyy)

Tick if still studying

Tertiary Institution (state country if outside of NZ)

Student ID number

Qualification(s) obtained/commenced

Date awarded/completed (mm/yyyy)

Date withdrawn (mm/yyyy)

Tick if still studying

Tertiary Institution (state country if outside of NZ)

Student ID number

Qualification(s) obtained/commenced

Date awarded/completed (mm/yyyy)

Date withdrawn (mm/yyyy)

Tick if still studying

6 Professional legal studies

Please record the details of the professional legal studies course you have completed or are completing. The Law Society will be making inquiries from your professional training provider concerning matters of character.

Course provider IPLS College of Law

Date of completion (dd/mm/yyyy)

7 Employment and academic history

Please list in chronological order your employment, any voluntary work and academic history, including a brief explanation for any gaps of more than one month. For example, travel, parental leave and/or unemployment.

Dates (mm/yyyy)

 to

Dates

 to

Dates

 to

Dates

 to

Dates

 to

Dates

 to

Dates

 to

Dates

 to

Dates

 to

Dates

 to

Dates

 to

Position held and employer/academic institution (or travel/parental leave etc)

Position held and employer/academic institution

Position held and employer/academic institution

Position held and employer/academic institution

Position held and employer/academic institution

Position held and employer/academic institution

Position held and employer/academic institution

Position held and employer/academic institution

Position held and employer/academic institution

Position held and employer/academic institution

Position held and employer/academic institution

7 Employment and academic history continued

Dates

 to

Position held and employer/academic institution

Dates

 to

Position held and employer/academic institution

Dates

 to

Position held and employer/academic institution

References

Please arrange for the following original references to be delivered directly to the branch where you have applied:

- an employer reference (if applicable – see notes below), and
- a minimum of two general character references from people who know you in a personal capacity (see notes below on 'preferred referees', and
- if applicable, one from your direct supervisor at the place where you are/were volunteering.

Each reference must be completed by a different person and on the prescribed form.

Please note that the Law Society will not accept references posted directly by you and will only accept PDF versions where the reference is:

- supplied by a lawyer (holders of a current practising certificate) and emailed directly to the Law Society from the lawyer's registered email address, or
- from a non-lawyer with a verifiable email address. For example, a recognised organisation such as *police.govt.nz*, *justice.govt.nz*, *[name]@[publiccompany].co.nz* and *[name]@[lawfirm].com*

In some cases, the original may still be requested.

Please note if the referees named in your application do not provide a reference, we will seek an explanation from you as to the reason why they did not provide a reference.

Your referees must be in regular contact with you, and know you well enough to answer the questions required.

Employer references

If you are currently employed, you must provide a reference from your current employer. Please contact your local Law Society branch if this is not possible and provide an explanation why. Please note:

- The person providing an employer reference should be your supervisor or manager i.e. someone

who has day-to-day responsibility for and oversight of your work.

- A senior Human Resources official can only provide your employer reference if they have direct knowledge of your work and are closely involved in your supervision.
- If you have a reference from your current employer, please do not provide additional references from work colleagues unless closely involved in your supervision; or they know you well outside work (such as from high school or in a sporting team).

If you are **not currently employed**, it is preferable for you to provide a reference from your most recent former employer.

If you are having difficulty finding suitable referees, please contact your local Law Society Branch for guidance.

Who is a 'preferred referee'?

If possible, your character references should come from a preferred referee. When you are thinking about a preferred referee for the purpose of this application, these questions might help you decide:

- Would the person have had to go through a character and/or a criminal conviction check before attaining their position?
- Does the person belong to a profession where issues of conduct and/or professional standards are regulated?
- Are they in a role that is well respected in their community and consulted by members of the larger community?
- Do they know you in a personal capacity and are able to speak to your character?

Examples of persons considered preferred referees:

- Lawyers (i.e. someone with a current practising certificate)

References

- Currently registered:
Authorised financial advisors, Chartered accountants, Dentists, Engineers, Legal executives, Social workers, Marriage celebrants, Medical doctors, Nurses, Physiotherapists, Occupational therapists, Pilots, Real estate agents, Teachers, Veterinary surgeons
- Lawyers holding a current practising certificate
- University lecturers and professors who know you outside of university or in the capacity of an employer
- Elders/pastors from a church, temple, mosque or synagogue
- Kaumātua (as verified through a reputable source)
- Justices of the Peace
- Serving members of the armed forces
- Serving police officers
- Senior government officials
- Members of parliament

These are examples only. The Law Society is happy to help you find appropriate referees outside the group on the list above. Not being able to find a referee from the list will not prevent you from obtaining a Certificate of Character.

Who cannot be a referee?

- Members of your family (including spouses, partners, in-laws, and those connected to you by civil union or de facto relationship)
- Your health professional
- Your university tutor (unless they are a university lecturer or professor who knows you outside of university or in the capacity as an employer)
- The wife/husband or de facto partner of someone who has already provided a reference

Additional references

If you provide more than the minimum number of references, we will consider all the references provided and the same rules will apply to all references.

In some cases the Law Society may request additional references at its discretion to assist with assessing your application.

Can a reference be withdrawn?

Once a reference report has been provided to the Law Society in support of your application, only the referee can withdraw that reference – you cannot withdraw a reference yourself.

How many references do I need?

If you have lived in NZ for five years or more and:

1. **have been employed for 12 months or more, you must provide:**
 - one reference from each of your employers in the last 12 months (see notes in relation to employer references above); and
 - two general references from your referees, one of which must have known you in a personal capacity for at least five years and the other for at least two years.
2. **have been employed for less than 12 months, you must provide:**
 - one reference from each of your employers within the last 12 months (see notes in relation to employer references above); and
 - three general references from your preferred referees, one of which must have known you in a personal capacity for at least five years and the others for at least two years.
3. **are not currently employed, you must provide:**
 - one reference from your most recent former employer, if possible (see notes in relation to employer references above); and
 - three general references from your preferred referees, one of which must have known you in a personal capacity for at least five years and the others for at least two years; or
 - if you cannot provide a reference from your most recent former employer, four general references from your preferred referees, one of which must have known you in a personal capacity for at least five years and the others for at least two years.

If you have lived in NZ less than five years and:

1. **have been employed for 12 months or more, you must provide:**
 - one reference from each of your employers in the last 12 months (see notes in relation to employer references above); and
 - one general reference from your preferred referee, who has known you in a personal capacity for the majority of the time you have resided in New Zealand; and
 - two general references from your preferred referees, in your previous (overseas) community who have each known you in a personal capacity for at least five years; or
2. **have been employed for less than 12 months, you must provide:**
 - one reference from each of your employers within the last 12 months (see notes in relation

References continued

to employer references above); and

- two general references from your preferred referees who have each known you in a personal capacity for the majority of time you have resided in New Zealand; and
- two general references from your preferred referees, in your previous (overseas) community who have each known you in a personal capacity for at least five years; or

3. are not currently employed, you must provide:

- one reference from your most recent former employer, if possible (see notes in relation to employer references above); and
- two general references from your preferred referees who have each known you in a personal capacity for the majority of time you have resided in New Zealand, and
- two general references from your preferred

referees in your previous (overseas) community who have each known you in a personal capacity for at least five years; or

If you have never lived in NZ, you must provide:

- one reference from your current employer, or if not employed from your most recent former employer, if possible (see notes above); and
- if possible one general reference from a preferred referee who has known you in a personal capacity in the NZ community; and
- three general references from preferred referees in your overseas community who have each known you in a personal capacity for at least five years; and
- a letter advising why you are seeking to be admitted in New Zealand and whether you intend to practise in New Zealand.

8

References

1

Employer referee's name

Phone number

Email

2

General referee's name

Phone number

Email

3

General referee's name

Phone number

Email

4

General referee's name

Phone number

Email

5

General referee's name

Phone number

Email

Fit and proper person

Before issuing a Certificate of Character the Law Society must be satisfied that you are a fit and proper person for admission as a barrister and solicitor of the High Court of New Zealand.

A positive answer to any of the questions in section 9 will not automatically result in a declined application. Each case will be considered individually on its merits. **If you do answer 'yes' to any of the questions in this section, please:**

- provide detailed information on a separate sheet regarding each such matter,
- include supporting documents if applicable e.g. court sentencing notes, police summaries, correspondence with the relevant regulatory body etc.

We encourage you to be open and candid with your referees and disclose to them any 'fit and proper' matters declared in section 9 so that your referees can comment on the 'fit and proper person' questions asked of them in the reference form.

The Law Society and its branches will keep details given in this section confidential, subject to the disclosures outlined in this application form and/or as otherwise authorised by you.

Please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing details of any criminal record.

Health conditions

Pursuant to section 55(1)(l) of the Lawyers and Conveyancers Act 2006 all applicants are asked to declare mental or physical health conditions that may affect their ability to perform the functions required for the practice of the law. For relevant considerations that the Law Society considers when assessing whether a health condition may affect a person's ability to perform the functions required for the practice of law, please refer to the **Guidelines for Applicant's declaring health conditions** on our website.

In general, it is unlikely that a physical condition would render you unable to perform the functions required for the practice of law.

Minor mental health matters and one-off episodes of illness need not be declared, nor mild anxiety during exam time.

A one-off episode of depression which was mild and related to a specific matter such as, for example, the end of a close relationship or a bereavement, does not need to be declared.

It is expected that you would declare a persistent or recurrent condition.

Please provide the following information regarding any condition you have declared:

- nature of the condition, and whether it is short term or ongoing;
- frequency and duration of episodes when it could impact on your ability to practise;
- general details of treatment received (particularly if this is ongoing);
- details of how you manage the condition and what support systems you have in place;
- if applicable, progress made toward recovery, and expected time-frame for full recovery; and
- a medical certificate and/or report from your health professional (eg GP, psychologist, psychiatrist) that confirms any condition being declared and includes comments on your fitness to practice law in light of this condition.

If you are unsure as to what you should be disclosing, then please check with your local Law Society branch. Any discussions with the branch will be of a confidential nature.

9 Fit and proper person

If you do answer 'yes' to any of the questions in this section, please:

- Provide detailed information on a separate sheet regarding each such matter.
- Include supporting documents if applicable e.g. court sentencing notes, police summaries, correspondence with the relevant regulatory body etc. For further information required please refer to the fit and proper person questions for each case.

A

Have you ever been declared bankrupt, had an assignment for the benefit of creditors, been a person subject to a no assets procedure, or been a director of a company that has been put into receivership or liquidation in New Zealand or in any other country?

Yes No

If you have answered 'yes' to this question, please provide a copy of the relevant official documents such as the decision of adjudication, discharge of bankruptcy (if applicable), receivers' or liquidators' report(s), etc., together with detailed information regarding the circumstances of the matter.

B

Do you have any current or pending charges in New Zealand or overseas?

Yes No

If you have answered 'yes' to this question, please provide detailed information on the nature of the charge(s), the status of the matter and the likely time-frame for the matter to be concluded.

C

Have you ever been convicted of any crime or offence in New Zealand or overseas other than one concealed by the Criminal Records (Clean Slate) Act 2004?

Yes No

Please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing details of any criminal record. The Law Society cannot provide you with advice as to whether a particular conviction is covered by this Act. Where you are in doubt you should seek independent legal advice. If you have a conviction that is not covered by the Criminal Records (Clean Slate) Act 2004 please provide the Police Summary of Facts/Caption Sheet and any court sentencing notes or decision (if available) for each conviction.

D

Are you the subject of current disciplinary action in another profession or occupation in New Zealand or a foreign country, or have you been the subject of disciplinary action of that kind that has involved a finding of guilt, however expressed?

Yes No

E

Have you ever been subject to disciplinary action by a tertiary educational institution?

Yes No

If you answer 'yes' to either question d or e, please provide detailed information of the nature of the action or proceedings and the outcome. The Law Society will be making inquiries of relevant bodies including tertiary education institutes. This includes any matters that resulted in a warning, reduction of marks or resit/resubmit. **Please note:** any academic misconduct or disciplinary matter that arose while you were at University or while undertaking professional legal training must be disclosed on the form. This includes any instance where your mark may have been reduced or disallowed.

F

Are you subject to any unresolved complaint under a corresponding foreign law, or a current investigation, charge, or order by any regulatory or disciplinary body for persons engaging in legal practice under a corresponding foreign law?

Yes No

Fit and proper person continued

G

Have you ever engaged in legal practice (in the reserved areas of law) in New Zealand when not entitled to do so under the Lawyers and Conveyancers Act 2006 or a corresponding law?

Yes No

Reserved areas of work as defined in section 6 of the Lawyers and Conveyancers Act 2006.

H

Have you ever practised law in a foreign country when not permitted by or under the law of that country to do so; or if permitted to do so, in contravention of a condition of the permission?

Yes No

I

Has your name ever been removed from a foreign roll, and not been restored?

Yes No

J

Has your right of practice as a lawyer ever been cancelled or suspended in a foreign country?

Yes No

K

Have you ever contravened, in New Zealand or a foreign country, a law about trust money or a trust account?

Yes No

L

Are you subject to an order under the Lawyers and Conveyancers Act 2006 or a corresponding law disqualifying you from being employed by a lawyer or an incorporated law firm?

Yes No

M

Do you currently have a mental or physical health condition that may affect your ability to perform the functions required for the practice of the law, or have you ever suffered from a condition of that kind that may recur?

Yes No

N

Are there any other matters which the New Zealand Law Society should be aware of in considering your application?

Yes No

If you have answered "yes" to this question, please provide details on a separate sheet of paper and enclose with this form. You may also contact the Law Society for further guidance if you wish.

Request for criminal conviction history

As part of your application we require a Criminal Conviction History (CCH) from the Ministry of Justice. The Law Society will lodge a request directly with the Ministry who will email you a link for you to complete your details and authorise the request. Once completed the Ministry will send the CCH directly to the Law Society.

If you have lived in a country other than New Zealand continuously for more than 12 months since you turned 18, you will need to arrange for an equivalent report to be sent direct to the Law Society from that country. As overseas conviction checks can take time you are advised to contact the relevant overseas authority and arrange for a report to be sent direct to the Law Society as soon as possible. Please note that your application is unable to be processed until the Law Society has received this report.

10 Overseas request for criminal conviction history

Have you lived in a country other than New Zealand continuously for more than 12 months since the age of 18 (other than on a University exchange organised through a NZ University)?

Yes No

If yes, you will need to arrange for a criminal conviction history report from each country to be sent directly to the Law Society.

Please list the countries you have lived in

11 Other jurisdictions

This section is not relevant to you unless you have been admitted and practised in another jurisdiction.

Please record details of admission and practising certificates held in any other jurisdiction. Please arrange for an **original and current Certificate of Standing** (no more than three months old) from the appropriate regulatory body/authority in each jurisdiction where you have practiced or have been admitted to be sent direct to the relevant branch of the Law Society.

Jurisdiction

Title

Barrister Barrister and solicitor

Date of admission (dd/mm/yyyy)

Current practising certificate

Yes No

Jurisdiction

Title

Barrister Barrister and solicitor

Date of admission (dd/mm/yyyy)

Current practising certificate

Yes No

12 Other professions

This section is not relevant to you unless you have previously applied to become registered in, or have been registered in another profession.

Please record details of any other profession that you have applied to become registered in, or have been registered in. Please include details of where and when you were registered, or applied to be registered, and provide a Certificate of Standing from the applicable regulator. You may be asked to provide further information.

13 Confirmation, authority to inquire and consent to publish name

- I confirm I have read and understood the Information Handling Policy.
- I authorise the Law Society to seek information about my character from the organisations where I completed my tertiary qualifications or if not completed, where I commenced my tertiary study, and the professional training provider where I completed or am completing my Professional Legal Studies course. I authorise the officers of each such organisation to disclose anything they consider relevant to my fitness for admission.
- I authorise the Law Society to make independent enquiries and obtain from any person or entity, any information about me that the Law Society considers necessary to assess this application, and I authorise any such person or entity to disclose this information to the Law Society.
- I confirm that each referee named in this application has authorised me to disclose their name and contact details to the Law Society.
- I authorise the Law Society to initiate a Criminal Conviction History check with the Ministry of Justice.
- I consent to the publication of my name to the law profession as an applicant for admission and the placing of my name on the Law Society's website for the same purpose.

Applicant signature

Date (dd/mm/yyyy)

14 Declaration

The information you have given in the application form is covered by the declaration. The declaration is not valid unless signed and witnessed by an enrolled barrister and solicitor of the High Court or a Justice of Peace. If you are signing the declaration outside of New Zealand, it must be made in accordance with section 11 of the Oaths and Declarations Act 1957.

I (your full legal name)

(your occupation)

of (your full residential address)

Solemnly and sincerely declare that I have read and understood this application form, that the contents of this completed application form are true and correct, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signed (applicant)

Declared at (place)

On this date (dd/mm/yyyy)

Before me (e.g. Justice of the Peace, Solicitor of the High Court of New Zealand)

Signed (witness)

Stamp

15 Certificate and documentation retrieval

Please provide an appropriately sized self addressed pre-paid A4 courier bag with your application to enable the safe return of your original documents. Alternatively, check with your branch to see if you can collect your certificate.

Courier enclosed I intend to pick up

The fee is NZ \$270.00 including GST.

Once your application has been received you will be emailed instructions on how to log in to registry to download your invoice and how to make payment.

Please refer to your invoice for our bank account details.

If you wish to pay by credit or debit card, you can pay online when accessing your invoice.

Payment by credit or debit card will incur a card payment surcharge.

Please note that we cannot process your application until we have received payment.

Receipt and admission

The Law Society provides a receipt when the Certificate of Character is issued. The receipt should be attached to your affidavit in support to be filed in the High court for admission. Please note that this receipt is separate from the filing fee, which must also be paid to the High Court. More information on the admission process is available at lawsociety.org.nz/starting-as-a-lawyer

How would you prefer to pay for your application?

Direct credit / internet banking Credit card Debit card

Sending your application

Please provide the original of this form to the relevant Law Society branch office.

Auckland

☎ 09 304 1000
✉ aucklandregistry@lawsociety.org.nz
📍 Level 12, 51 Shortland Street,
Auckland 1010
📦 PO Box 4417, Shortland Street,
Auckland 1140

Waikato Bay of Plenty

☎ 07 838 0264
✉ waikatobop@lawsociety.org.nz
📍 Ground Floor, 109 Anglesea Street,
Hamilton 3204
📦 PO Box 180, Hamilton 3240

Gisborne

☎ 09 304 1014
✉ gisborne@lawsociety.org.nz
📦 PO Box 213, Gisborne 4040

Hawke's Bay

☎ 06 835 1254
✉ hawkesbay@lawsociety.org.nz
📍 c/o Napier Courthouse,
251 Hastings Street, Napier 4110
📦 PO Box 341, Napier 4140

Taranaki

☎ 06 769 5429
✉ taranaki@lawsociety.org.nz
📍 53 Dawson Street,
New Plymouth 4340
📦 PO Box 150, New Plymouth 4340

Whanganui

☎ 04 472 7837
✉ whanganui@lawsociety.org.nz
📦 PO Box 494, Wellington 6140

Manawatu

☎ 04 472 7837
✉ manawatu@lawsociety.org.nz
📦 PO Box 494, Wellington 6140

Wellington

☎ 04 472 7837
✉ wellington@lawsociety.org.nz
📍 Level 4, 17 Whitmore Street,
Wellington 6011
📦 PO Box 494, Wellington 6140

Marlborough

☎ 04 472 7837
✉ marlborough@lawsociety.org.nz
📦 PO Box 494, Wellington 6140

Nelson

☎ 04 472 7837
✉ nelson@lawsociety.org.nz
📦 PO Box 494, Wellington 6140

Canterbury Westland

☎ 03 366 9184
✉ canterbury-westland@lawsociety.org.nz
📍 307 Durham Street, Christchurch 8013
📦 PO Box 565, Christchurch 8140

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