APPLICATION FOR LAWYER LICENCE
FOLLOWING REVOCATION OR PERMISSION TO SURRENDER UNDER SECTIONS 27 AND 30 OF
THE LAW SOCIETY ACT AND PARTS II AND III OF
BY-LAW 4

ABOUT LICENSING FOLLOWING REVOCATION OR PERMISSION TO SURRENDER LICENCE

Former Law Society lawyers who were permitted to surrender their licence, or whose licence was revoked, may apply for licensing under the Law Society Act and By-Law 4 as follows:

- Licensing: Law Society Act s.27
- Surrender of Licence: Law Society Act s.30
- Issuance of Licence: By-Law 4 Part II
- Surrender of Licence: By-Law 4 Part III

APPLICATION CHECKLIST

1. Complete and Original Application Form - DO NOT FAX OR EMAIL
   The Law Society of Ontario may investigate or verify any information supplied in this application, and may require further information from you before the application is approved. **Omissions or inaccuracies in responses may delay processing.**

   If the space provided for any answer is insufficient, attach a separate sheet that is signed and dated by the applicant and staple it to the application.

2. Proof of payment or payment in the form of either:
   - A receipt for payment by credit card from the Law Society Store. To pay, visit the Law Society store at [https://store.lso.ca/licensing](https://store.lso.ca/licensing) **Attach the receipt to your application.**
   
   OR
   
   - A certified cheque or money order in Canadian funds payable to “Law Society of Ontario”.

   Application Fee: $300.00
   HST: #121712863 $39.00
   Total: $339.00

   **The application fee is non-refundable and non-transferable.**

   The Law Society will not process applications submitted without proof of payment or a certified cheque or money order.

3. Required Attachments:
   Submit additional relevant documents to comply with specific application requirements – see **PART C** for details. **Documents may not be older than 60 days.**
QUESTIONS?

Please direct questions about review and approval of this application to:

Complaints & Compliance
Phone: 416-947-3315 (ask to be transferred)
Email: lsforms@lsio.ca

MAILING ADDRESS

Mail original applications and supporting documents to:

    Law Society of Ontario, Complaints & Compliance
    Osgoode Hall, 130 Queen St W, Toronto, Ontario M5H 2N6

DO NOT FAX OR EMAIL
PART A – APPLICANT’S INFORMATION

1. PERSONAL INFORMATION
   Applicant’s Full Name:

   Date of Birth: (dd/mm/yyyy):

   Place of Birth: (City and Country):

2. HOME CONTACT INFORMATION
   Home Address (street, city, province, postal code):

   Phone:
   Mobile:
   Email:

3. BUSINESS CONTACT INFORMATION
   Business/Employer Name and Address (street, city, province, postal code):

   Phone:
   Mobile:
   Fax:
   Email:

Which address should be used for contacting you? (circle one)
HOME OR BUSINESS
4. CANADIAN MEMBERSHIP INFORMATION
List any Canadian Law Societies you are or have been a member of:

**Name of Law Society:**
Year of Call:
Member Number:
Status:
Name called/licensed under (if different from personal information in question 1):

**Name of Law Society:**
Year of Call:
Member Number:
Status:
Name called/licensed under (if different from personal information in question 1):

5. MEMBERSHIP INFORMATION - OUTSIDE OF CANADA
List any Law Societies outside of Canada you are or have been a member of:

**Name of Law Society:**
Year of Call:
Member Number:
Status:
Name called/licensed under (if different from personal information in question 1):

**Name of Law Society:**
Year of Call:
Member Number:
Status:
Name called/licensed under (if different from personal information in question 1):

Provide an original and certified (with seal) Certificate(s) of Standing (dated within the last 30 days) from each law society of which you are or have been a member, inside and outside of Canada, **forwarded directly from the governing or regulatory body to:**

Law Society of Ontario, Complaints & Compliance  
130 Queen Street West, Toronto Ontario, Canada M5H 2N6
Your Certificate(s) of Standing must be replaced if it becomes more than 60 days old at the time your application is ready to be approved by Complaints & Compliance.

**NOTE:** Do not submit a Certificate of Standing from the Law Society of Ontario.

### 6. LAW SOCIETY INFORMATION

Law Society Number:

Provide the date you were called to the Bar in Ontario: (dd/mm/yyyy)

Provide the date you ceased to be a member of the Law Society of Ontario: (dd/mm/yyyy)

The reason you ceased to be a member of the Law Society of Ontario is due to: (select one)

- ☐ Revocation of Licence
- ☐ Permission to Surrender Licence

To confirm dates, contact Membership Services at:
416-947-3315 or 1-800-668-7380 Ext. 3315 or email: records@lso.ca

### 7. PROOF OF LEGAL NAME

Have you used another name or changed your name by court order, marriage, or other means?

**YES**  **NO**

If **YES**, provide a certified copy of one of the following:

- A Canadian Name Change Certificate
- A Canadian Marriage Certificate
- A Court Order

**Note:** Documents must be certified within 60 days

### 8. LAW DEGREE

Do you have a bachelor of laws or juris doctor degree from a law school in Canada that was an accredited law school at the time you graduated?

**YES**  **NO**

If **YES**: Specify your degree (circle one answer):

- LL.B.  or  J.D.

Name of Law School:
9. Indicate the work that you plan to perform upon being licensed: (circle one of the following responses):

A. Sole practitioner in a law firm
B. Partner in a law firm
C. Employee/associate in a law firm
D. Employed in education
E. Employed in government
F. Employed other (provide details)
G. Practising law outside of Ontario
H. Employed other outside of Ontario (provide details)
I. Other (provide details)

10. WORK HISTORY

a) Set out in full chronological order your work history from the date you were called to the Ontario Bar to the date you were permitted to surrender your licence or your licence was revoked.

Name of Employer/Firm Name and Address (street, city, province, postal code):

Date From (dd/mm/yyyy):
Date To (dd/mm/yyyy):
Nature of Work:
Reason(s) for leaving:

Name of Employer/Firm Name and Address (street, city, province, postal code):

Date From (dd/mm/yyyy):
Date To (dd/mm/yyyy):
Nature of Work:
Reason(s) for leaving:
Name of Employer/Firm Name and Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Nature of Work:

Reason(s) for leaving:

b) Set out in full chronological order your business or employment activities from the date you were permitted to surrender your licence or your licence was revoked to the present.

Name of Employer and Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Nature of Work:

Reason(s) for leaving:

Name of Employer and Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Nature of Work:

Reason(s) for leaving:

Name of Employer and Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Nature of Work:

Reason(s) for leaving:
11. List all addresses where you have resided (inside and outside of Canada) since you were permitted to surrender your licence or your licence was revoked.

Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

NOTE: A civil court search (or equivalent) is required from each Canadian jurisdiction named in question 11. An execution search (or equivalent) is required from each Canadian jurisdiction named in question 11. A foreign criminal search is required for each jurisdiction outside of Canada named in question 11. Documents may not be older than 60 days.
12. REFERENCES

Attach references from at least two persons whom you have had direct personal association with in the course of business or employment during the period between the date you were permitted to surrender your licence or your licence was revoked to the present, expressing their opinions that you are a fit and proper person to engage in the practice of law.

Each statement should indicate that the person tendering the statement is prepared to appear at a hearing if requested and they are fully aware of the circumstances which resulted in the termination of your licence.

Provide the names, positions and contact information for your two references:

i) Name of Reference:

Position/Title:

Address (street, city, province, postal code):

Phone:

ii) Name of Reference:

Position/Title:

Address (street, city, province, postal code):

Phone:
PART B – GOOD CHARACTER

If you answer YES to any of the questions in this part, provide full details on a separate sheet and attach any relevant documents including orders and/or judgments.

13. Are you currently the subject of criminal proceedings or proceedings for any other offence under any statute in Canada or elsewhere?
   YES NO

14. Have you ever been found guilty of, or convicted of, any offence under any statute in Canada or elsewhere? Exclude speeding and parking tickets.
   YES NO

15. Has judgment ever been entered against you in an action involving fraud?
   YES NO

16. Are there any outstanding civil judgments against you?
   YES NO

17. Have you ever disobeyed an order of any court requiring you to do any act or to abstain from doing any act?
   YES NO

18. While attending a post-secondary institution, have allegations of misconduct ever been made against you or have you ever been suspended, expelled or penalized by a post-secondary institution for misconduct?
   YES NO

19. Have you ever been refused admission as a student-at-law, articled clerk or similar position in any professional/regulatory/governing body?
   YES NO

20. Are you now or have you ever been suspended, disqualified, censured, the subject of a conduct, capacity or competence proceeding or otherwise the subject of discipline in any jurisdiction(s) where you are or were licensed to practise law or provide legal services?
   YES NO

21. Are you now or have you ever been a member of a professional/regulatory/governing body (other than a Canadian Law Society) in any jurisdiction?
   YES NO

22. Have you ever been denied a licence or permit, or had any licence or permit revoked for failure to meet good character requirements?
   YES NO
23. Are you now the subject of a prosecution or have you ever been prosecuted, suspended, disqualified, censured, the subject of a conduct, capacity or competence proceeding or otherwise disciplined by any professional organization?

YES  NO

24. Are you aware of any complaint or charge pending against you in your professional capacity, which has not yet come to the attention of your Law Society or professional/regulatory/governing body?

YES  NO

25. Are you now or have you ever been the subject of an insurance claim under a policy for professional liability insurance?

YES  NO

26. Have you ever been discharged from any employment where the employer alleged there was cause?

YES  NO

27. Have you ever been disciplined by an employer, or been a respondent in proceedings alleging a violation of the Human Rights Code or similar legislation in any jurisdiction (e.g., sexual harassment, racial discrimination)?

YES  NO

28. Are you or any company or partnership of which you are or were a director, officer or employee currently subject to a petition or assignment in bankruptcy or a proposal to creditors under the Bankruptcy and Insolvency Act, or similar legislation in any jurisdiction and/or have you or any company or partnership of which you are or were a director, officer or employee ever been bankrupt or insolvent, under any statute?

YES  NO

29. Are there events, circumstances or conditions, other than those mentioned above, that are potentially relevant to your ability to practise law?

YES  NO
PART C – REQUIRED ATTACHMENTS

Complete all of the following requirements and include all required attachments with your application.

All necessary documentation must be enclosed unless not applicable where the N/A option exists.

ALL REQUIRED DOCUMENTS MAY NOT BE OLDER THAN 60 DAYS.

1. □ Complete and Original Application Form – DO NOT FAX OR EMAIL

2. □ Proof of payment or payment in the form of either:
   - A receipt for payment by credit card from the Law Society Store. To pay, visit the Law Society store at https://store.lso.ca/licensing
   - OR
   - A certified cheque or money order in Canadian funds payable to: Law Society of Ontario

   Application Fee:     $300.00
   HST: #121712863     $39.00
   Total:              $339.00

   The application fee is non-refundable and non-transferable.

   The Law Society will not process applications submitted without proof of payment or a certified cheque or money order.

3. □ Outstanding Law Society Fees:
   You must contact Membership Services and confirm whether there are outstanding annual Law Society fees owing from the time you were permitted to surrender your licence or your licence was revoked. All outstanding fees must be paid in full prior to licensing.
   Contact information: 416-947-3315 or 1-800-668-7380 Ext. 3315, Email: records@lso.ca

   □ Outstanding annual Law Society fees owing from the time you were permitted to surrender your licence or your licence was revoked, in the amount of $______________ have been paid in full.

   OR

   □ You have contacted Membership Services and confirmed that there are no outstanding annual fees owing from the time you were permitted to surrender your licence or your licence was revoked.

4. □ Current Annual Law Society Fees:
   Law Society annual fees for the year in which you apply to be licensed will be payable prior to final approval for licensing. Contact Membership Services for information on current fees payable.
   Contact information: 416-947-3315 or 1-800-668-7380 Ext. 3315, Email: records@lso.ca
5. □ Costs:
You acknowledge that pursuant to Rule 25 of the Rules of Practice and Procedure, the Law Society might seek costs and expenses which it incurs. Refer to the Rules for further information.

6. □ Publication in the Ontario Reports:
It is the applicant's responsibility to publish two consecutive Notices of Application for Licensing at their own cost. To have your Notices published, contact the Advertising Account Manager of LexisNexis Canada:

   Tel: 905-415-5881
   Toll Free: 1-800-387-0899
   Fax: 905-479-2826
   Email: anne.yu@lexisnexis.ca

   □ Submit copies of both Ontario Reports publications.

7. □ Bankruptcy, PPSA, Credit Bureau Searches:
Search results from the Office of the Superintendent of Bankruptcy Canada, Personal Property Security Act, and a credit bureau search are required. If applicable, include searches for all other jurisdictions outside of Canada where you resided since you were permitted to surrender your licence or your licence was revoked. If applicable provide supporting documentation.

8. □ Letter from a Qualified Medical Practitioner:
   □ If the permission to surrender your licence or the revocation of your licence was attributable directly or indirectly to physical or mental illness or other disability, which had interfered with your practice, a certificate of a duly qualified medical practitioner stating that you no longer suffer from such illness or disability or have it under control is required.

   OR

   □ N/A

9. □ Reference from Legal Aid:
   □ Provide a Certificate of Good Standing or reference from Legal Aid if you were on the Legal Aid panel(s). This document must indicate that no monies are owed to Legal Aid.

   OR

   □ N/A

10. □ Law Society Compensation Fund:
Provide satisfactory evidence that the Law Society Compensation Fund has been reimbursed for all payments made on your behalf. The Law Society Compensation Fund can be contacted at (416) 947-3343.

   Repayment of any money paid out of the Law Society Compensation Fund will not be an absolute prerequisite to being licensed. The fact of whether or not there has been repayment of the Compensation Fund will still be an important factor to consider. Any former lawyer seeking licensing who is unable to repay the Compensation Fund before making an application must include a Financial Statement as evidence of an inability to repay.
11. □ LAWPRO Claims History and Premiums/Fees, Deductibles, Levies, Filings:
Original letter from LAWPRO with respect to the status of your Errors & Omissions Claims History, and confirmation that Premiums/Fees, Deductibles, and/or Levies have been paid and applicable filings have been submitted.

   NOTE: Complete and fax the enclosed Request and Consent for LAWPRO information form.

12. □ CPIC Report:
Canadian Police Information Centre report (C.P.I.C.). Contact your local police station to obtain this report.

13. Criminal Conviction Details:
   □ Criminal Conviction details from any jurisdiction in which you have resided since you were permitted to surrender your licence or your licence was revoked.

   NOTE: If you have been convicted or found guilty of a criminal offence, you must provide a certified copy of the information and/or indictment along with a transcript of the Guilty Plea and Sentencing Proceedings. In the event the matter proceeded by way of a trial, provide a transcript of the Judge’s Reasons for Judgment and Sentencing. In the event the courts made an Order(s) of Restitution, provide evidence that the Order(s) has/have been satisfied.

OR

   □ N/A

14. Pardon Details:
   □ Pardon from Criminal Conviction.

   NOTE: If you obtained a Pardon from a criminal conviction, the Law Society will require adequate information by way of court records or transcripts in order to make an appropriate assessment as to whether the pardoned conviction adversely impacts the application for licensing.

OR

   □ N/A

15. Certificate(s) of Standing:
   □ Original and certified (with seal) Certificate(s) of Standing or equivalent from each law society of which you are or have been a member, inside and outside of Canada (excluding the Law Society of Ontario) and/or other professional regulatory body of which you are or have been a member/licensee.

OR

   □ N/A
16. **Name Change**

- □ If you have used another name or changed your name by court order or marriage, attach a certified copy of that Court Order or Canadian Marriage Certificate or Canadian Name Change Certificate.

OR

- □ N/A

17. □ **Civil Action Search and Execution Search:**

Search result(s) from civil courts for each jurisdiction in which you have resided since you were permitted to surrendered your licence or your licence was revoked and, if applicable, copies of the related Statement(s) of Claim, Statement(s) of Defence, Court Order(s), or Judgment(s).

**NOTE:** Searches can be obtained from each court office.

For jurisdictions that do not provide a civil court search, an equivalent will be accepted.

If the matter is ongoing, provide a copy of the Statement of Claim and if applicable, your Statement of Defence.

If the matter is completed, provide a copy of the Judgment, Order, or a copy of the Minutes of Settlement.

18. **Foreign Criminal Search:**

- □ Criminal Record Search from each foreign jurisdiction outside of Canada where you have resided since you were permitted to surrender your licence or your licence was revoked.

**NOTE:** If you have resided outside of Canada, provide the results of a criminal record search from each applicable foreign jurisdiction.

OR

- □ N/A

19. □ **Character References:**

References are required from at least two persons whom you have had direct personal association with in the course of business or employment during the period between the date you were permitted to surrender your licence or your licence was revoked to the present, expressing their opinions that you are a fit and proper person to engage in the practice of law.

Each such statement should indicate that the person tendering the statement is prepared to appear at a hearing if requested and they are fully aware of the circumstances which resulted in the termination of your licence.
PART D – AUTHORIZATION AND DECLARATION

I hereby authorize the Law Society of Ontario to make inquiries of any person or government, any official or body, including, without limitation, any police or academic authority, with regard to my background or character. On request by the Law Society of Ontario, I will furnish any additional specific authorization or any release that is required for the purpose of enabling the Law Society of Ontario to obtain information related to my background or character.

I understand that if I am licensed in Ontario, I must comply with the Law Society Act, by-laws, the Rules of Professional Conduct, and all other rules, regulations and requirements of the Law Society of Ontario.

I understand that I have a continuing obligation to notify the Law Society of Ontario immediately of any change to the information that I have provided in this application.

I, __________________, solemnly declare that all information provided by me in this application or supplemental thereto, and in the documents furnished in connection with this application, is true, complete and accurate.

DECLARED BEFORE ME

at ___________________________,
on the ______________ day of ______________, 20________

Signature of a Commissioner for Commissioner for Oaths or Notary Public: __________________________

Print Name: __________________________

Signature of Applicant: __________________________

Print Name: __________________________
OBTAINING YOUR LAWPRO CLAIMS HISTORY

Fax or mail this page directly to LAWPRO using the contact information below:

3101 - 250 Yonge Street
P.O. Box 3
Toronto, ON M5B 2L7

Request that LAWPRO mail the information directly to you. Once received, forward the original letter and claims history, along with your completed application package to the Law Society’s Complaints & Compliance department.

All questions about this page should be directed to LAWPRO at:

416-598-5899 or 1-800-410-1013 or email: service@lawpro.ca

NOTE: Do not submit an email response about your claims history. An original letter not older than 60 days is required.

ATTENTION: LAWYERS’ PROFESSIONAL INDEMNITY COMPANY

FAX #: (416) 599-8341 or 1-800-286-7639

FROM:

LAW SOCIETY NUMBER:

APPLICANT’S MAILING ADDRESS:

RE: REQUEST AND CONSENT FOR LAWPRO INFORMATION

Using the mailing address provided above, I hereby direct the Lawyers’ Professional Indemnity Company to provide me with a report on my claims history since I was called to the bar on:______________________________, and information about any outstanding Errors & Omissions, Premiums/Fees, Deductibles, Levies, and/or Filings.

In addition I hereby authorize Law Society staff to review all of my open and closed claim files.

This consent is valid only for the purpose of the processing of my application for licensing to the Law Society of Ontario.

Date: ____________________

Signature of Applicant: ____________________________________________

Print Name: ______________________________________________________
**ADDITIONAL INFORMATION**

**By-Law 4, Part II**

In accordance with Part II of By-Law 4, lawyers will be required to sign an Affidavit for Taking the Oath to be licensed to practise law in Ontario, which will be sent to you by email.

**Private Practice Re-entry Requirement**

On April 24, 2008, Convocation approved a private practice re-entry requirement for lawyers re-entering private practice.

The Law Society requires lawyers who are returning to private practice as sole practitioners, or in a firm of five or fewer lawyers, after an absence of 48 months over the past five years, to undergo a practice management review within 12 months of establishing their practice.

Lawyers returning to private practice will receive a package of materials designed to assist them in establishing their practices. The package includes educational tools and guides based on the Practice Management Guidelines, self-assessment tools, and The Lawyer’s Bookkeeping Guide.