



Application for Photo Identification Card

About the Photo Identification Card

With heightened security measures in place at courts, correctional institutions and other institutions across the province, lawyers and paralegals of the Law Society of Ontario are encouraged to purchase Law Society Photo ID cards. The card is available only to lawyers and paralegals whose rights and privileges are not suspended.

Application Checklist

Submit your 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.**

Include a passport picture not older than three months in black and white or colour (**non-returnable**).

The picture must have the signature of a Certifier on the back along with the declaration:

“I certify this to be a true likeness of (APPLICANT’S NAME)”

The Certifier must be another licensee of the Law Society of Ontario whose rights and privileges are not suspended.

Submit proof of payment or payment in the form of either:

- A receipt for payment by credit card from the Law Society Store. To pay, login to the Law Society Portal at <https://portal.lso.ca>. Select “LSO Store” in the left panel and then “Other Fees”. Choose the 3, 5, or 10 year Photo ID Application Fee.

Attach the receipt to your application.

OR

- A certified cheque or money order in Canadian funds payable to the “Law Society of Ontario”.

Application Fee:

- \$15.00, HST included (3 year expiry card)
- \$25.00, HST included (5 year expiry card)
- \$50.00, HST included (10 year expiry card)

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.

Please allow 4 to 6 weeks for processing.

Questions?

Please direct questions about the review and approval of this application to the Membership Services department at records@lso.ca.

Mailing Address

Law Society of Ontario
Membership Services Department
Osgoode Hall, 130 Queen Street West
Toronto, Ontario M5H 2N6

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Application for Photo Identification Card

Application Form

1. Personal Information

Law Society Number: _____

Last Name: _____ First Name: _____ Initial: _____

Mailing Address

(street, unit, city, province, postal code)

Phone 1: _____ Type: Land Mobile

Phone 2: _____ Type: Land Mobile

Fax: _____

Email: _____

By-Law 8 requires licensees to notify the Law Society immediately after any change in contact information. Please use the Law Society Portal at <https://portal.iso.ca> for updates.

2. Certified Photograph

See [Application Checklist](#) (page i) for photograph requirements.

Name of licensee who certified your photograph:

Last Name: _____ First Name: _____

Law Society Number: _____

3. Terms and Conditions

The Law Society Photo ID card is available only to lawyers and paralegals whose rights and privileges are not suspended. The photo identification card is the property of the Law Society. The card must be returned to the Law Society upon demand, surrender or revocation of licence. I accept these terms and conditions.

Signature of Applicant Licensee

Date (dd/mm/yyyy)