



THE LAW SOCIETY OF UPPER CANADA CHECKLIST TO THE APPLICATION FOR LICENCE BY WAY OF LICENSING EXAMINATIONS UNDER SUBSECTION 9(1) OF BY-LAW 4

The Law Society of
Upper Canada

Barreau
du Haut-Canada

Complete all sections of this application. The Law Society of Upper Canada may investigate or verify any information supplied in the application, and may require further explanation from you. Omissions or inaccuracies in your answers may delay processing. If the space provided for any answer is insufficient, complete your answer on a separate sheet, sign and date the sheet and staple it to the application.

The Law Society of Upper Canada's By-Law 4 is available for your information at: www.lsuc.on.ca

PART ONE – APPLICATION REQUIREMENTS

1. Submit a completed and original Application for Licence By Way of Licensing Examinations.
DO NOT FAX or EMAIL
2. Submit the Payment Remittance form and the non-refundable application fee of \$160 + HST
3. Submit an original 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

NOTE: 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

4. Submit a notarized copy of your Canadian Birth Certificate as proof of age and full legal name or a notarized copy, front and back, of your Canadian Citizenship Card
5. Submit two colour passport photos taken within the last 12 months
6. Submit proof of Education - Law Transcript/NCA Certificate

NOTE: Final law school transcripts must show the degree and conferral date and must be forwarded to Complaints & Compliance directly from the University/issuing institution

7. Submit additional relevant documents to comply with specific application requirements

Questions about review and approval of applications should be directed to Complaints & Compliance by calling 416-947-3315 and asking to be transferred, or emailing lsforms@lsuc.on.ca

**Mail to: The Law Society of Upper Canada, Accounts Receivable
Osgoode Hall, 130 Queen St W, Toronto, Ontario M5H 2N6**

PART TWO – REGISTRATION FOR LICENSING EXAMINATION INSTRUCTIONS

Once an Application for Licensing By Way of Licensing Examinations is approved, applicants are responsible for contacting the Licensing Process, Licensing and Accreditation department to register for examinations. A letter will be mailed to inform you of your eligibility to write the transfer licensing exams. You must contact the Licensing Process, Licensing and Accreditation department to proceed with part two of the examination registration, or you can access the online registration and examination policy for more information at: www.lsuc.on.ca/licensingprocesslawyer

Questions should be directed to the Licensing Process, Licensing & Accreditation department by calling 416-947-3315 and asking to be transferred, or by emailing licensingprocess@lsuc.on.ca



THE LAW SOCIETY OF UPPER CANADA
COMPLAINTS & COMPLIANCE
130 QUEEN STREET WEST, TORONTO, ON M5H 2N6

LSFORMS@LSUC.ON.CA

PHONE: 416-947-3315 OR 1-800-668-7380 EXT. 3315

The Law Society of
Upper Canada

Barreau
du Haut-Canada

**THE LAW SOCIETY OF UPPER CANADA APPLICATION FOR
LICENCE BY WAY OF LICENSING EXAMINATIONS
UNDER SUBSECTION 9(1) OF BY-LAW 4**

PART A – APPLICANT’S INFORMATION

1. PERSONAL INFORMATION

Applicant’s Full Name:

Date of Birth: _____
Month/Day/Year

Place of Birth: _____
City and Country

2. HOME CONTACT INFORMATION

Home Address including Postal Code:

Telephone/Mobile:

Email:

3. BUSINESS CONTACT INFORMATION

Business/Employer Name and Address:

Telephone/Mobile:

Fax:

Email:

4. CANADIAN MEMBERSHIP INFORMATION

List any Canadian Law Societies you are or have been a member of:

Name of Law Society: _____

Date of Licence: _____ Member/Licence Number: _____ Status: _____

Name called/licensed under (if different from personal information in question 1):

Name of Law Society: _____

Date of Licence: _____ Member/Licence 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 Canada you are or have been a member of:

Name of Law Society: _____

Date of Licence: _____ Member/Licence Number: _____ Status: _____

Name called/licensed under (if different from personal information in question 1):

Name of Law Society: _____

Date of Licence: _____ Member/Licence Number: _____ Status: _____

Name called/licensed under (if different from personal information in question 1):

Provide an original 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.

NOTE: 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.

6. PROOF OF LEGAL NAME

a) Are you a Canadian citizen or permanent resident of Canada?

YES NO

If **YES:** Provide a certified copy of a Canadian Birth Certificate **OR** a Canadian Citizenship Card (front and back)

If **NO:** Contact the Complaints & Compliance department of the Law Society at 416-947-3315 before submitting your application

b) 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 your Canadian Name Change Certificate **OR** Canadian Marriage Certificate **OR** a Court Order

7. CANADIAN LAW DEGREE(S) OR NATIONAL COMMITTEE ON ACCREDITATION (NCA) CERTIFICATE

a) What Canadian Law Degree(s) do you hold (please choose one response below)?

LL.B./JD (Common Law Degree) Name of institution:

LL.L/B.C.L (Civil Law Degree) Name of institution:

NOTE: Arrange for your original Canadian Law School transcript(s) to be forwarded directly to Complaints & Compliance from the Canadian University/institution.

b) Complete **i)** **OR** **ii)** if you have received a Certificate of Qualification from the National Committee on Accreditation (NCA) based on the evaluation of your law school degree.

i) Quebec Law School:

OR

ii) Country in which you received your law degree:

NOTE: Arrange for an original NCA Certificate to be forwarded directly to Complaints & Compliance from the NCA.

8. LAW PRACTICE

Have you been engaged in the practice of law?

YES NO

If **YES:** Name and address of the firm:

If **NO:** Briefly describe your current situation and include any employment details (if applicable):

9. If you are called to the bar and licensed in Ontario, do you intend to start practising law here?

YES NO

If **YES:** Provide anticipated start date: _____
Month/Day/Year

Name and Address of Law Firm or Employer:

Telephone:

Fax:

Email:

Contact Person:

10. The dates of the time I have spent in “active practice” in another Canadian jurisdiction(s) are as follows:

Name of Canadian Jurisdiction:

Date From:

Date To:

Name of Canadian Jurisdiction:

Date From:

Date To:

Name of Canadian Jurisdiction:

Date From:

Date To:

PART B – GOOD CHARACTER

Circle your response to the following questions. 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.

11. Are you currently the subject of criminal proceedings or proceedings for any other offence under any statute in Canada or elsewhere?

YES NO

12. 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

13. Has judgment ever been entered against you in an action involving fraud?

YES NO

14. Are there any outstanding civil judgments against you?

YES NO

15. Have you ever disobeyed an order of any court requiring you to do any act or to abstain from doing any act?

YES NO

16. 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

17. Have you ever been refused admission as a student-at-law, articled clerk or similar position in any professional/regulatory/governing body?

YES NO

- 18.** 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**
- 19.** 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**
- 20.** 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**
- 21.** 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**
- 22.** 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**
- 23.** Are you now or have you ever been the subject of an insurance claim under a policy for professional liability insurance?
- YES NO**
- 24.** Have you ever been discharged from any employment where the employer alleged there was cause?
- YES NO**
- 25.** 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**
- 26.** 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**
- 27.** 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 – AUTHORIZATION AND DECLARATION

I hereby authorize the Law Society of Upper Canada to make inquiries of any person or government, any official or body, including, without limitation, any police or academic authority, about my background or character. I will provide any additional specific authorization or any release that is required for the purpose of enabling the Law Society of Upper Canada 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 Upper Canada.

I understand that I have a continuing obligation to immediately provide written notification of any change to the information that I have provided to the Law Society of Upper Canada in connection with this application.

I acknowledge that my application for a licence shall be deemed to have been abandoned by me immediately if I fail to:

- provide to the Law Society at the time that I submit my completed application, all documents and information specified by the Law Society on the application form relating to the requirement that I be of good character; or
- provide to the Law Society by the time specified by the Law Society, all additional documents and information specified by the Law Society relating to the requirement that I be of good character.

I solemnly declare that all information provided by me with respect to this application, and in the documents provided in connection with this application, is true, accurate, and complete.

DECLARED BEFORE ME

at _____ ,

on the _____ day of, _____ 20

Signature of a Commissioner for Taking Affidavits:

Signature of Applicant:

Print Name: _____

Print Name: _____

(for office use only)

Approved by:

Approval date:



**PAYMENT REMITTANCE
FOR AN APPLICATION FOR A LICENCE BY WAY OF
LICENSING EXAMINATIONS**

The Law Society of
Upper Canada

Barreau
du Haut-Canada

Complete this remittance form and submit the original with your application.

Applications received without the application fee cannot be processed.
The application fee is non-refundable and non-transferable.

Applicant's Full Name: _____

Return this remittance form together with your payment and enclose it with your application. Please print your name and telephone number clearly on the front of your certified cheque or money order.

Circle **ONE** of the following payment options (A or B):

A) Certified Cheque or Money Order – payable to the Law Society of Upper Canada

OR

B) Charge My Credit Card

Circle **ONE** of the following and complete the credit card information below:

Visa

MasterCard

AMEX

Credit Card Number: _____ Expiry Date: _____
(mm/yy)

Card Holder Name: _____

Signature of Card Holder: _____

Application Fee: \$ 160.00

HST: #121712863: \$ 20.80

Total: \$ 180.80

Yes, I would like a receipt. Email to the following address: _____

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