

# **Apply to remain on the roll of solicitors**

## **Step by step guide**

[Watch our helpful video showing you how to apply.](#)

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## **Who can apply**

A solicitor on the roll of solicitors of England and Wales who does not have a practising certificate.

If you want to remain on the roll, you will need to apply each year and pay an administration fee. You can only do this between 3 April and 28 May.

## **Why you might need to apply**

If you refer to yourself as a solicitor, you must be on the roll.

To work under section 88 (Solicitors Act 1974) as a solicitor without a practising certificate, you must be on the roll. This allows solicitors to work in a public department without the requirement to have a practising certificate.

There is no definition of public department in the Act, but in our view it includes:



- any department of the central UK government
- the Church Commissioners
- the Duchy of Cornwall
- executive agencies
- Senedd Cymru, and
- any other non-ministerial department.

Visit [GOV.UK \[https://www.gov.uk/government/organisations\]](https://www.gov.uk/government/organisations) to learn which department agencies and public bodies may be covered.

## **Get ready to apply**

Please check that your personal and practising details are up to date before starting this application. It is essential that all the information we hold is correct and complete. You can do this in 'My Profile'.

If you are working, make sure your work details are correct. You should also check [our guidance \[https://upgrade.sra.org.uk/solicitors/guidance/practising-certificate/\]](https://upgrade.sra.org.uk/solicitors/guidance/practising-certificate/) to see whether you need a practising certificate.

If you are not working as a solicitor, please make sure you have removed yourself from any organisation you previously worked at and ended any roles you may have held.

When your profile is up to date, applying to remain on the roll should take less than 10 minutes.

## **How to apply**

You can only apply between 3 April and 28 May each year.

Before you start, make sure you have your registered phone nearby as we will send you a code by SMS text to [verify your identity \[https://upgrade.sra.org.uk/mysra/updates/verifying-mysra-account/\]](https://upgrade.sra.org.uk/mysra/updates/verifying-mysra-account/).

Log into mySRA and select 'Start a new application'. From the list of available applications, select 'Apply to remain on the roll'.

If you are working under section 88, you will be asked to confirm the public department where you are practising.

## **How to pay**

The administration fee is £20. You will need to pay by credit card or debit card at the end of your application.

## **What next**

We'll email you when your application has been processed.

## **Log in to apply**

When you are ready to apply, click the button below to log into mySRA and go to 'Start a new application'.

[Apply to remain on the roll of solicitors](#)

[Log in to mySRA to apply, go to start a new application](#)

[<https://upgrade.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx>]