

# Identification Card Application



Fill in the applicant's name and email address and then choose the type of card, either Solicitor, Duty Rep. **OR** Representative ID Card. Trainee solicitors please use Representative ID Card application box. Write in BLOCK CAPITALS please or the application may be rejected. See guidance notes overleaf.

Applicant's First Name ..... Surname .....

Email Address .....

CLSA Membership Free  Solicitor/Duty Rep Non CLSA Member £45  Representative Non CLSA Member £35  (N1)  
(To join CLSA go to [www.clsa.co.uk/index.php?q=joinclsa](http://www.clsa.co.uk/index.php?q=joinclsa))

Firm address where the card will be sent as displayed on the TLS website or DSCC Register.  
(the representative card will only be sent to the authorising solicitor) (N7)

..... Town/City.....

County..... Post Code..... DX Number ..... DX Area .....

**Solicitor ID Card**  Or choose a **Duty Rep. ID Card** (Barrister/CILEX)

Firm's name .....

Firm's principal tel. number to appear on card (N3).....

Practising Cert. No. .... Duty PIN (if applicable) .....

Signed by Applicant \*see undertaking on page 2

..... Date.....

*Affix  
Applicant  
Photo  
Here  
(N2)*

## Professional Entry Scheme Pilot (To find out details go to [www.clsa.co.uk](http://www.clsa.co.uk))

Please list the Magistrate/Crown Courts you regularly attend. The court list will be sent to HMCTS to enable fast access to the Courts when the system is in place. To consent for your details to be sent please cross here

.....  
.....

## Representative ID Card (including trainee solicitors)

(All details must match the Register of Police Station Reps as held by the DSCC)  (N4)

Firm's Name ..... Or Freelance

LSC accreditation PIN (required) (N5) .....

Signed by Applicant \*see undertaking below

..... Date.....

Name of Authorising Solicitor (N6)..... This is a true likeness of the applicant

Signed by Authorising Solicitor ..... Date .....

Authorising Solicitor's principal telephone number to appear on card (N3) .....

*Affix  
Applicant  
Photo  
Here  
(N2)*

CLSA  
DX 2740  
Brighton

ID Card  
Suite 2, Level 6, New England House, Brighton,  
BN1 4GH

*Will fit C4 envelope or fold here for DL envelope.*

**\* PROFESSIONAL UNDERTAKING :**

By signing above you agree to. (Delete words in [] if application for a card is by a duty/own solicitor). I/[We the representative and authorising solicitor] hereby undertake that I/We will notify the issuing authority at the address given overleaf if (a) the identification card issued is mislaid or lost at any time, [or (b) the authorised representative is no longer employed by the authorising solicitor or the authorising solicitor's firm] or (c) [there is a change in the practising address or there is any other material change in the information contained in this form, including giving up working as a duty solicitor and that such notification will be given within 14 days of the relevant event and that upon such notification the card holder will return the said card forthwith to the issuers. I/We further acknowledge that the card remains at all times the property of the issuers and will be returnable if at any time the issuers require the return of the said card.

To read CLSA Events Ltd. privacy notice please goto: <https://www.clsa.co.uk/index.php?q=clsa-privacy-notice-updated-24-may-2018>

## Notes/Help For Filling in the ID Card Application Form

Note	
Contact Details	Email: <a href="mailto:id@clsa.co.uk">id@clsa.co.uk</a> Voicemail: 01273 676231
N1 Cheque Payment	CLSA Members Free Solicitor/Duty Rep Non CLSA Member £45 Inc.Vat (£37.50 plus VAT @ 20%) Representative Non CLSA Member £35 Inc. Vat ((£29.17 plus Vat @ 20%)
BACs Payment	CLSA Events Ltd 16-14-24 10260386 Ref: Surname (To join CLSA go to <a href="http://www.clsa.co.uk/index.php?q=joinclsa">www.clsa.co.uk/index.php?q=joinclsa</a> )
N2 Photograph	Passport size colour photo showing front of face of applicant in full.
N3	This has to be your firm's principal telephone number to enable any checks to be made.
N4	Freelance representatives make an application in the normal way but leave the Firm's Name blank. "Freelance" will appear on the card. The authorising solicitor must sign the authorising section and the card will be sent to their address.
N5	As listed on the Register of Police Station Representatives
N6	Representative ID Card applicant only. Solicitor ID Card applicant need not complete. The authorising solicitor may be contacted to confirm identity. If the address where the ID card is to be sent is incorrect the application will be returned to you. To amend details email <a href="mailto:dsc.enquiries@ventura-uk.com">dsc.enquiries@ventura-uk.com</a> with the subject line 'ID card – update/amendment'.
N7	All applicants to complete.