

Firm letter request form

This form should only be filled in if you are the Authorised Signatory or the Organisation Contact of the firm you are applying for.

To assist you in completing this form please refer to the information on our website at: www.sra.org.uk/goodstanding

Note:

- You can only make requests for firms that are regulated by the SRA.

Once you have completed this form, please email to certificates@sra.org.uk using the email address registered on your mySRA account. This is for data protection purposes and will help avoid any delays with your application. Subject line should read 'Firm letter request'.

Section 1 - Your details

Title: Name:

You are the Authorised Signatory You are the Organisation Contact

SRA/CRM ID:

Tel No:

Email address:

Please provide details of the firm (office) you are currently based at:

Firm SRA ID:

Firm name:

Section 2 - Details of the firm you are applying for

Firm name:

Firm SRA ID:

If you are requesting a letter of regulatory good standing for more than one firm or for the branches of the firm to be included, please provide this information in section 5. We will need the name and SRA number of the firm(s).

OFFICE USE: Date of request: _____

Section 4 - Postal address

For the attention of:

Letter Reference (optional):

Address:

Tick here if you would like to arrange a courier. Before selecting this option, please read our FAQs section for further information on couriers.

Section 5 - Any other comments or requests

Once you have completed this form, please email to certificates@sra.org.uk using the email address registered on your mySRA account. This is for data protection purposes and will help avoid any delays with your application. Subject line should read 'Third party BACS request'.