**Certificate of Suitability (Form 8)**

**DUE 42 days prior to admission sitting**

All applicants **must** provide **a scanned copy of three individual** Form 8 certificates to the Board. These are effectively references and must be personally signed (with a ‘wet ink’ signature) by the referee. **The Board will not accept a digital signature**. You should ensure you retain a copy of each original signed Form 8 for your records. The purpose of the Form 8 is to provide further assurance to the Board and the Supreme Court that you are of good fame and character, and a fit and proper person to be admitted.

When preparing your Form 8’s, please remember that your references **must be from persons who are NOT near relatives**, but who have personally known you for **at least 2 years**. If you are unsure whether your referee may be a ‘near relative’, it is advisable to obtain a Form 8 from a different referee.

**If possible**, one Certificate should be from either –

* a Registrar or similar officer of an academic or practical legal training institution attended by you; or
* a local Legal Practitioner; or
* a Justice of the Peace, or Commissioner for Declarations.

If you are unable to obtain a Certificate from one of the above, it will not adversely affect your admission.

All persons signing a Form 8 **must state that they are aware of all your suitability matters**, list all of the suitability matters disclosed by you, and indicate that, irrespective of your suitability matters, they consider you to be a fit and proper person for admission. The description of your suitability matters in your Form 8s does not need to be as detailed as in your Form 7, however **each matter must be itemised individually**. For example, if you have three traffic offences and two Centrelink overpayments, at the minimum, the Form 8 referee should state *‘2 speeding fines, 1 fail to stop fine – all paid in full’* and *‘2 Centrelink overpayments which have been repaid in full’*.

**Note:**

* You are required to provide a Form 8 from three individual people; not three Form 8s from one person;
* There have been occasions where, in addition, to your Form 8’s, it may be appropriate to also provide an affidavit from a person in, for example, a law firm who has supervised you. Such an affidavit can be of particular assistance to the Board and the Supreme Court in circumstances where you have serious and/or recent suitability matter. You should consider if it would be appropriate to provide an affidavit however, there are circumstances where you may be requested to do so.

**Please double check the details included in your Form 8 certificates and retain copies of the certificates for your records.**

## FORM 8

***Legal Profession Act 2007* (Qld) Section 31**

**[*Supreme Court (Admission) Rules 2004* Rule 13(2)(m)]**

**CERTIFICATE OF SUITABILITY**

|  |
| --- |
| **To the Legal Practitioners Admissions Board:** |
| I, |       |
| *(Insert full name of referee and occupation)* |
| of: |       |
| *(Insert address of referee)* |
| not being a near relative of |       | *(Insert name of the applicant)* |
| certify that I have personally known the applicant for |       | *(Insert period being at least 2 years)* |
|  |
| I certify that, to the best of my knowledge having regard to the suitability matters under section 9 of the *Legal Profession Act 2007*, the applicant is suitable for admission to the legal profession under the Act. |
|  |
| In so certifying, |
|  | which may bear adversely on the applicant’s suitability. |
| *(insert details)* |
|       |
| \*If unable to certify above, state below all matters which may bear adversely on the applicant’s suitability: |
|       |
| I certify that, to the best of my knowledge, the information in this certificate is correct. |

Dated this       day of , 20

..............................................................

Signature of Referee

*\* delete if inapplicable*

**Collection Notice**

The Legal Practitioners Admissions Board (‘the Board’) collects personal information as part of the requirements for admission to the legal profession in Queensland. Information collected in this form may be accessed under Right to Information processes.

The Board may provide personal information to other organisations such as interstate and/or foreign admitting authorities and legal regulation bodies, the Legal Services Commission (Qld), the Queensland Law Society, and Queensland Bar Association in accordance with the Board’s obligations and duties under the *Legal Profession Act 2007* and other legislation.

Further details about the Board’s Privacy Statement, Privacy Plan, Code of Practice and the collection of personal information may be found on the Queensland Law Society’s website, [www.qls.com.au](http://www.qls.com.au) under the tabs ‘About QLS’ and ‘Related Links and Organisations’.

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