

List of documents to be lodged with Queensland Law Society when making an application for the grant of a practising certificate:

1. Application form for grant of a practising certificate.
2. Prescribed fee.
- 3A. If the applicant was admitted as a legal practitioner in this jurisdiction and has not previously applied for a solicitor's practising certificate in this jurisdiction –
 - (i) a certified copy of their certificate of admission; and
 - (ii) if the practitioner has practised previously as a solicitor in another jurisdiction, a certificate of good standing (not more than 30 days old) from the appropriate authority; and
 - (iii) if the practitioner has practised previously as a barrister, a certificate of good standing (not more than 30 days old) from the appropriate authority.
- 3B. If the applicant has previously applied for a practising certificate in this jurisdiction and has since practised in another jurisdiction –
 - (i) a certificate of good standing (not more than 30 days old) from the appropriate authority in that jurisdiction.
- 3C. If the applicant was admitted as a legal practitioner in another jurisdiction and has not previously applied for a solicitor's practising certificate in this jurisdiction –
 - (i) a certified copy of their certificate of admission; and
 - (ii) a copy of a certificate of fitness or certificate of good standing (not more than 30 days old) from the appropriate authority in the admitting jurisdiction* and any other jurisdiction that the applicant has engaged in legal practice in (*This is required even if the applicant did not hold a practising certificate in the admitting jurisdiction); and
 - (iii) if the applicant has engaged in legal practice, a statutory declaration stating previous employment history; and
 - (iv) if the applicant has not engaged in legal practice, a statutory declaration to that effect.
- 3D. If the applicant was admitted as a legal practitioner in this jurisdiction pursuant to an application made under the Mutual Recognition (Queensland) Act 1992 or the Trans-Tasman Mutual Recognition (Queensland) Act 2003 –
 - (i) a certified copy of their certificate of admission; and
 - (ii) a copy of a certificate of fitness or certificate of good standing (not more than 30 days old) from the appropriate authority; and
 - (iii) if the applicant has engaged in legal practice, a statutory declaration stating previous employment history; and
 - (iv) if the applicant has not engaged in legal practice, a statutory declaration to that effect.
- 3E. If the applicant is an interstate lawyer or interstate legal practitioner and the application is for the grant of a principal practising certificate –
 - (i) a copy of documentation certifying that he or she has completed the equivalent of the Practice Management Course in an Australian jurisdiction; and
 - (ii) an application for waiver/deferment of the Practice Management Course.
- 3F. If the applicant is a New Zealand practitioner and the application is for the grant of a principal practising certificate –
 - (i) a copy of documentation certifying that the New Zealand practitioner is registered to practice on his or her own account in New Zealand; and
 - (ii) a copy of documentation certifying whether her or she is registered to operate a trust account in New Zealand.
- 3G. If the application is for the grant of a principal practising certificate –
 - (i) a copy of his or her current PMC Statement.

Practising certificates are issued from the date of receipt of all documents and prescribed fees.

This documentation is required in accordance with Part 2 of the Queensland Law Society Administration Rule 2005