



REGULATING BARRISTERS

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the relevant Inn

## Call Declaration

The purpose of this declaration is to ensure you have understood the regulations and requirements for becoming a practising barrister in England and Wales. You must be honest in this declaration and disclose the information requested.

Please refer to the BSB website which has information for students when completing this declaration.

### What information is requested?

The questions on this declaration are being asked to ensure that you can uphold the Core Duties which underpin the behaviour expected of barristers. These Core Duties are set by the Bar Standards Board. In deciding that someone can uphold the Core Duties consideration is given to whether they are fit and proper. **Disclosures will not automatically result in an application being refused.** To make that fit and proper consideration, information relating to past or ongoing matters from the following categories is requested:

- Criminal offences;
- Academic history;
- Regulatory history; and
- Other behaviour.

### How will my information be handled?

Your data will be processed in accordance with the Inn's data protection policy for the administration of its membership records and to achieve its obligations as set out in a Memorandum of Understanding (MoU) agreed with the Bar Standards Board, Council of the Inns of Court and the Inns of Court. If you would like more information on the legal basis for the processing of your information by the Inn, please see the Inn's privacy statement.

The Inn shares information with the Bar Standards Board for the stated purposes set out in the data sharing protocol which forms part of the MoU. For more information on how the Bar Standards Board uses your information, whether obtained from the Inn or otherwise, please read their [privacy statement](#).

**In cases where matters call into question whether an applicant for admission is fit and proper the Inn will share information with the Inns Conduct**

**Committee (ICC). For more information on how the ICC uses your information provided by the Inn, please read the Inter-Inn Data Sharing Protocol ([link](#)).**

### **What should I do if I want help in completing my Call Declaration?**

We are committed to ensuring that everybody finds it easy to communicate with us and to complete this Declaration. We will make reasonable adjustments so that people with disabilities find it easy to complete any forms relating to their Call and any ongoing matters related to their membership. If you require this form in a different format, please contact the Inn.

If there are any questions about which you are unclear, and before making any disclosures, please refer to the [BSB website](#) which has information for students.

You must answer every question in this declaration and provide any information marked with an asterisk.

**If it is necessary to refer your application to the Inns Conduct Committee the Inn may ask you for additional information at that time. Providing sufficient information when you are asked to do so will help avoid delay.**

### **Personal details**

Inn Membership Number\*      Click or tap here to enter text.

Last name\*      Click or tap here to enter text.

First name\*      Click or tap here to enter text.

Middle name(s)      Click or tap here to enter text.

Title (Mr, Mrs etc.)      Click or tap here to enter text.

Please use the box below to let us know if any changes to the above personal details since you made your declaration when admitted to the Inn.

### **Fit and proper person checks**

In order to be Called to the Bar, a person must be a fit and proper person to become a practising barrister. The following information will be used by the Inn in determining your fitness to become a barrister.

The Bar Standards Board requires that a criminal record check be undertaken for all those being Called to the Bar from 1<sup>st</sup> July 2021. If you would like more information about the legal basis for this, please refer to the information for students on the BSB website.

All applicants for the Call ceremonies occurring after 1<sup>st</sup> July 2021 (or those seeking re-admission to the Bar from that date) must undertake a 'Standard' Disclosure and Barring Service (DBS) check and the international equivalents, where applicable. The Inn will use the resulting certificate to help it to determine whether you are a fit and proper person to become a practising barrister.

If your criminal record certificate contains details of convictions, cautions or final warnings which were considered by the Inn at the point of admission, they will not be considered again unless there is a change in the facts or circumstances which would materially change the outcome. If the certificate reveals convictions, cautions or final warnings which were not considered at the point of admission, the Inn will use these to assess whether you are a fit and proper person to become a practising barrister.

Before answering the following questions, please note that **matters which were disclosed to the Inn at the point of admission do not need to be disclosed on this declaration unless there have been developments of which the Inn is unaware.**

Question 1 – Do you have any spent or unspent convictions, cautions, or final warnings in the UK, or any other country, save those which are 'protected' by law?

Before answering this, please read the information for students on criminal records disclosures on the Bar Standards Board website. Note you are **not expected to disclose any criminal convictions or cautions that would be 'protected' by law or 'filtered'** by the Disclosure and Barring Service. If you are still unsure if a matter is protected, please contact the relevant officer at the Inn.

Yes

No

If you have answered 'yes', use the space below to provide any relevant details.

Question 2 – Are you, or have you ever been, subject to any investigations or proceedings by a higher education institution? This includes any current or pending academic or misconduct reports and complaints, proceedings or actions and/or

previous investigations or proceedings where the matter has been upheld. There is no requirement to declare matters where there has been an investigation and the matter was not upheld.

Yes

No

If you have answered 'yes', use the space below to provide any relevant details.

Question 3 – Are you, or have you ever been, subject to any investigations or proceedings by a professional or regulatory body? This includes any current or pending reports and complaints, proceedings or actions and/or previous investigations or proceedings where the matter has been upheld. There is no requirement to declare matters where there has been an investigation and the matter was not upheld.

Yes

No

If you have answered 'yes', use the space below to provide any relevant details.

Question 4 – Do you have, or have you ever had, a condition (including an addiction to drugs or alcohol) which means you may pose a risk to any member of the public or which may impair your judgment as a practising barrister?

Yes

No

If you have answered 'yes', use the space below to provide the relevant details.

Question 5 – Are you, or have you ever been, the subject of an arrangement with a creditor or entered into an individual voluntary arrangement with creditors? An arrangement includes but is not limited to the following: bankruptcy order<sup>1</sup>, debt relief order<sup>2</sup>, or directors disqualification order<sup>3</sup>.

- Yes
- No

If you have answered 'yes', use the space below to provide the relevant details.

Question 6 – Are there any other matters which might reasonably be thought to call into question your fitness to become a practising barrister? This includes but is not limited to civil injunctions or criminal orders.

Note you are **not expected to disclose any criminal convictions or cautions that would be 'protected' by law or 'filtered'** by the Disclosure and Barring Service. If you are still unsure if a matter is protected or filtered, please contact the relevant officer at the Inn.

- Yes
- No

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<sup>1</sup> A "bankruptcy order" includes a bankruptcy order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world.  
<sup>2</sup> For this purpose, a "debt relief order" includes a debt relief order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world.  
<sup>3</sup> A "directors disqualification order" includes a disqualification order made by a court, or disqualification undertaking accepted by the secretary of state, pursuant to the Company Directors Disqualification Act 1986 and any similar order or undertaking made or given in any jurisdiction in the world.

If you have answered 'yes', use the space below to provide the relevant details and attach any supporting documents.

**By signing this declaration:**

- 1. I confirm that I have read the supporting information for students on the BSB website before completing this declaration; and
- 2. I confirm that I will comply with the Inn's process for administering Standard DBS checks (and the international equivalent if appropriate); and
- 3. I confirm that the information contained in this declaration and any other information provided as part of my application for being Called to the Bar is true to the best of my knowledge and belief; and
- 4. I confirm that the declaration (and any other information provided in support of that application for membership) provided at the time of my admission to the Inn remains true, save for where I have informed the Inn otherwise; and
- 5. I confirm that, should any information within this declaration change prior to being Called to the Bar, I will notify my Inn; and
- 6. I understand that if this declaration or any other information in support of my application for being Called to the Bar is found to have been false in any material respect, or if I breach any undertaking given in it in any material respect, then that will constitute professional misconduct and a breach of the Bar Standards Board Handbook; and
- 7. I confirm that once I am Called to the Bar and for as long as I remain a barrister, I will comply with the Bar Standards Board Handbook or any equivalent publications that replace it.

Date            Click or tap here to enter text.

Signature .....