

## Admission 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 whether 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](#).

### What should I do if I want help in completing my Admission 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 admission

and any ongoing matters related to their membership. If you require this form in a different format, please contact the Inn.

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

### **Personal details**

MyBar Reg Number (if available) 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.

Date of Birth\* Click or tap here to enter text.

Question 1 – Have you previously been a member of an Inn, been refused membership of an Inn or been expelled from an Inn?

Yes

No

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

### **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. There are two points at which the Inn checks that there is nothing that would call into question your fitness to become a practising barrister.

First, before joining the Inn: You are required to make this Admission Declaration. Once you are a student member, you have an ongoing duty to report to the Inn any matter that might call into question whether you are a fit and proper person to become a practising barrister.

Second, before being Called to the Bar: You will have to make a second declaration when you apply to be Called. For those wishing to be Called on or after 1<sup>st</sup> July 2021 the Bar Standards Board also requires a 'Standard' DBS check and the international equivalents for all candidates. The Inn will use the resulting certificates, along with other information set out in this declaration and the Call Declaration, and subject to the Bar Standards Board decision-making [guidelines](#), to help it to determine whether you are a fit and proper person to become a practising barrister.

Question 2 – Do you understand that when you apply to be Called you will need to comply with the Inn's process for administering the criminal records checks, and if you do not comply, you will not be Called?

Yes

No

Question 3 – 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 4 – 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 complaints, proceedings or actions and/or previous investigations or proceedings where the complaint has been upheld. There is no requirement to declare matters where there has been an investigation and the complaint was not upheld.

Yes

No

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

Question 5 – 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 complaints, proceedings or actions and/or previous investigations or proceedings where the complaint has been upheld. There is no requirement to declare matters where there has been an investigation and the complaint was not upheld.

Yes

No

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

Question 6 – 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 7 – 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 8 – 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, please contact the relevant officer at the Inn.

Yes

No

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

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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.

**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 all the information contained in this declaration and any other information provided in support is true to the best of my knowledge and belief; and
3. I understand that if this declaration or any other information provided in support of my application for membership 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 a disciplinary matter or professional misconduct; and
4. I confirm that should any information within this declaration change prior to being Called to the Bar, I will notify the Inn; and
5. I confirm that as long as I remain a student member of the Inn, I will comply with the Inn's rules. I will also comply with the Bar Standards Board Handbook in so far as it applies to me; and
6. If I am a student member, I confirm that I will commence the vocational component of training for the Bar within six years of admission to the Inn and will complete the vocational component within five years of commencing that component. I understand that if I fail to comply with either of these requirements, my membership of the Inn will cease on the expiration of either period, except where there has been a successful application to the Inn for the relevant time limit/s to be extended.
7. If I am a transferring lawyer, I confirm that I will complete all requirements for Call as set out by the Bar Standards Board within two years of admission to the Inn. I understand that if I fail to comply with this requirement my membership of the Inn will cease except where there has been a successful application to the Inn for the relevant time limit to be extended.

Date [Click or tap here to enter text.](#)

Signature [Click or tap here to enter text.](#)