

I \_\_\_\_\_

*Please use your full official name.*

of \_\_\_\_\_

*Please use your personal address, not that of your office.*

make oath and say as follows:

- (a) that the particulars as given are true
- (b) that I have not done and will not if registered as a student of the Society do any act which if committed by a solicitor would render such solicitor liable to disciplinary proceedings under any statute, regulation and policy, including the Society's [Character and Fitness Policy](#), affecting the conduct of solicitors.
- (c) that I have never been adjudicated bankrupt nor entered into any arrangement with my creditors.
- (d) that:
  - (i) I have never been convicted of a criminal offence.
  - (ii) I have never been convicted of a criminal offence or cautioned or bound over.
  - (iii) I do not have a prosecution pending.
  - (iv) I have completed the Supplementary Declaration & outlined matters which pertain to points (i) to (iii).
- (e) that I understand that if I am cautioned, charged with or convicted of a criminal offence after signing the Supplementary Declaration and Petition or if I am involved in any matter which may lead to a criminal prosecution, I must immediately inform the Society giving full and accurate details of the offence and the circumstances surrounding it.
- (f) if accepted as a registered student I will attend such classes, lectures, seminars and courses of study and pay such fees as may from time to time be laid down for me; I shall serve under Indentures of Apprenticeship ("training contract") with Master for such period as may be required of me; and I shall comply with such conditions as may from time to time be prescribed by the Society in relation to its registered students.

**Please Note:**

**If you cannot make any of the above declarations, you should strikethrough the wording as applicable (e.g. I have ~~never~~ been) and the particulars of the matter/s should be furnished on a separate sheet.**

SIGNED (by the applicant) \_\_\_\_\_

**HANDWRITTEN  
SIGNATURE ONLY**

Print Name \_\_\_\_\_

Sworn this \_\_\_\_\_ day of \_\_\_\_\_ in the year 2025

Location \_\_\_\_\_

Before me\*

SIGNED (by Commissioner for Oaths) \_\_\_\_\_

**HANDWRITTEN  
SIGNATURE ONLY**

Print Name \_\_\_\_\_

**\*This Petition should not be sworn by your Master.**

## Supplementary Declaration

**Title**

**Full Name**

(inc. middle names)

**Previous Name**

(if applicable)

**National Insurance No.**

**Date of Birth**

**Birthplace**

**Addresses for last 5 years**  
(inc. postcode)

- 1.
- 2.
- 3.
- 4.

The Society is required to ascertain if you have ever been convicted of a criminal offence, or cautioned by the police, or bound-over. **You must inform the Society about all offences**, even minor ones such as motoring offences, and "spent convictions"; that is those which occurred many years ago **unless the offence is "a protected conviction"** as defined in The Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 2014 Regulation 4 which amends the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. **Please use the drop-down boxes below to select either YES or NO.**

(1) Have you ever been convicted at court?

(Do not include "protected convictions")

(2) Have you ever been cautioned by the police, or bound over for any offence or received an informed warning?

(3) Do you have any prosecutions pending?

If YES, please list details of all **pending prosecutions, convictions, cautions or bind-over orders or informed warnings on a separate sheet**. Give as much information as you can including the exact offence with which you were charged, the date of the incident, the date of the court hearing, the court which dealt with the matter, the circumstances of the offence and the sentence.

The Society reserves the right at any time to carry out checks to confirm the accuracy of the information given by way of this declaration.

I declare that the information I have given is accurate and I consent to such checks being made as may be considered necessary by the Society.

Signature \_\_\_\_\_

Date            /            /

## What is a “protected conviction”?

This information is designed as an introductory guide. Applicants should refer to the original legislation: The Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) 2014 (2014 No 27) which amends The Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979 (1979 No 195).

