



CERTIFICATE OF CHARACTER APPLICATION FORM

To be completed by a candidate seeking admission as a barrister and solicitor of the High Court of New Zealand pursuant to Part three of the Lawyers and Conveyancers Act 2006.

Please take this form seriously and provide accurate information. If in doubt seek further information or advice. Please note the New Zealand Law Society (NZLS) cannot provide legal advice to candidates.

You **must** read the **Application Guidelines** carefully before completing this application.

1. PERSONAL DETAILS See Application Guidelines - Note 1

Your name as entered here should be supported by relevant identification and will appear on any certificates issued by NZLS.

Surname / Family Name		Preferred First Name	
First Name		Previous name(s)	
Middle Name(s)		Date of Birth	
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Gender Diverse		Country of Birth	
Salutation <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other, please advise		Suffix (if relevant)	
Ethnicity Details Ethnicity details are for NZLS use only and will not be provided to the public.			
<input type="checkbox"/> New Zealand European <input type="checkbox"/> Other European <input type="checkbox"/> Māori <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Latin American	<input type="checkbox"/> Cook Islands Māori <input type="checkbox"/> Fijian <input type="checkbox"/> Niuean <input type="checkbox"/> Samoan <input type="checkbox"/> Tokelauan <input type="checkbox"/> Tongan <input type="checkbox"/> Other Pacific Peoples	<input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Southeast Asian <input type="checkbox"/> Other Asian <input type="checkbox"/> African	<input type="checkbox"/> Other Ethnicity <input type="checkbox"/> Not stated
Have you lived in New Zealand continuously for the past 5 years		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, please specify (<i>Note: this is not necessary for periods less than 6 months</i>)			
Personal Contact Details			
Street			
Suburb	City/Town		Postcode
Country			
Telephone		Personal mobile	
Email address			
Is the above address your preferred address for correspondence? <input type="checkbox"/> Yes <input type="checkbox"/> No (please enter preferred address below)			
Preferred Contact Details			
Street			
Suburb	City/Town		Postcode
Country (other than New Zealand)			DX (if applicable)
Telephone		Mobile	
Email address			

- (a) You are required to provide an **original certified copy** of the identification page of your current New Zealand or Overseas passport. If you do not have a current New Zealand or Overseas passport you must provide an **original certified copy** of your current New Zealand Driver Licence (**refer to Note 1 for certification requirements**).
- (b) If you have at any time in the past changed your name you must attach proof of name change by way of **original certified** deed poll, marriage certificate or statutory declaration.
- (c) If you have used any other name (e.g. an unofficial English name) or your name appears in a different sequence, you are required to provide an **original** statutory declaration confirming the name/s used, how long the name/s has been used, and for what reason.

2. ADMISSION DETAILS ➔ See Application Guidelines - Note 2

Proposed or intended date of Admission in New Zealand:
Proposed or intended place of Admission in New Zealand:

3. TERTIARY QUALIFICATIONS ➔ See Application Guidelines - Notes 3

Tertiary Institution (please state in which country, if outside New Zealand)	Student ID number	Qualification(s) obtained	Date Awarded / Completed
			DD/MM/YY
			DD/MM/YY
			DD/MM/YY
			DD/MM/YY
			DD/MM/YY

Note: NZLS will be making inquiries with your tertiary educational institution concerning matters of character.

4. PROFESSIONAL LEGAL STUDIES COURSE ➔ See Application Guidelines - Note 4

Course provider: <input type="checkbox"/> IPLS <input type="checkbox"/> College of Law	
Location:	Date completed (or expected to complete):

Note: NZLS will be making inquiries with your professional training provider concerning matters of character.

5. EMPLOYMENT AND ACADEMIC HISTORY ➔ See Application Guidelines - Note 5

Please list in chronological order your employment, any voluntary work and academic history, including a brief explanation for any gaps. For example, travel, parental leave and/or unemployment.

Dates (month and year)	Employer / Academic Institution (or Travel/ Parental leave etc.)	Position held (if relevant)
MM/YY to MM/YY		
MM/YY to MM/YY		
MM/YY to MM/YY		
MM/YY to MM/YY		
MM/YY to MM/YY		
MM/YY to MM/YY		

(If you need more space to record your history, please use the table provided in Appendix 1 with this application form)

In addition, please attach a copy of your current CV to this application. The CV needs to show your employment and academic history including dates (months and years).

6. REFERENCES ➡ See Application Guidelines - Note 6 - please ensure when answering this question that you have read and understood the notes

Employer	Referee's Name		
Contact phone		Email	
General	Referee's Name		
Contact phone		Email	
General	Referee's Name		
Contact phone		Email	
General	Referee's Name		
Contact phone		Email	
General	Referee's Name		
Contact phone		Email	
General	Referee's Name		
Contact phone		Email	
General	Referee's Name		
Contact phone		Email	

7. OVERSEAS ADMISSION AND PRACTISING CERTIFICATE DETAILS ➡ See Application Guidelines - Note 7

Jurisdiction	Date of admission	Title (e.g. Solicitor, Barrister)	Current Practising certificate	If yes, date issued
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please arrange for an **original certificate of standing** from each of the overseas jurisdictions in which you have been admitted and/or practised, to be sent direct to the relevant branch of the NZLS.

8. OTHER PROFESSIONS ➡ See Application Guidelines - Note 8

Have you ever applied to be registered, or been registered in another profession? If yes, please provide the detail:

Please arrange for an **original certificate of standing** from each of the regulatory bodies in the profession for which you have been registered, to be sent direct to the relevant branch of the NZLS.

9. FIT AND PROPER PERSON ➔ See Application Guidelines - Note 9 - please ensure when answering this question that you have read and understood the notes

Please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing details of any criminal record.

9.1 Have you ever been declared bankrupt, had an assignment for the benefit of creditors, been a person subject to a no assets procedure, or been a director of a company that has been put into receivership or liquidation in New Zealand or in any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.2 Do you have any current or pending charges in New Zealand or overseas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.3 Have you been convicted of any crime or offence in New Zealand or overseas other than one concealed by the Criminal Records (Clean Slate) Act 2004?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.4 Are you the subject of current disciplinary action in another profession or occupation in New Zealand or a foreign country, or have you been the subject of disciplinary action of that kind that has involved a finding of guilt, however expressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.5 Have you ever been subject to disciplinary action by a tertiary educational institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.6 Do you currently have a mental or physical health condition that may affect your ability to perform the functions required for the practice of the law, or have you ever suffered from a condition of that kind that may recur?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.7 Are you subject to any unresolved complaint under a corresponding foreign law, or a current investigation, charge, or order by any regulatory or disciplinary body for persons engaging in legal practice under a corresponding foreign law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.8 Have you engaged in legal practice [in the reserved areas of law] in New Zealand when not entitled to do so under the Lawyers and Conveyancers Act 2006 or a corresponding law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.9 Have you practised law in a foreign country when not permitted by or under the law of that country to do so; or if permitted to do so, in contravention of a condition of the permission?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.10 Has your name been removed from a foreign roll, and not been restored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.11 Has your right of practice as a lawyer been cancelled or suspended in a foreign country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.12 Have you contravened, in New Zealand or a foreign country, a law about trust money or a trust account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.13 Are you subject to an order under the Lawyers and Conveyancers Act 2006 or a corresponding law disqualifying you from being employed by a lawyer or an incorporated law firm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.14 Are there any other matters which the New Zealand Law Society (NZLS) should be aware of in considering your application?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered 'yes' to any of the questions, please provide a description of the relevant matter on a separate sheet and refer to Note 9 for what additional information should be provided.

Please provide an authorisation by way of the 'Request for Criminal Conviction History – Third Party' for NZLS to obtain relevant information from the Ministry of Justice. Refer to Note 10 for more details.

10. OVERSEAS CRIMINAL CHECKS ➔ See Application Guidelines - Note 10

Have you lived in a country other than New Zealand for more than 12 months consecutively since the age of 18 (other than on a University exchange organised through a NZ University)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If you answered "yes", please arrange for an equivalent Criminal Conviction History report to be sent direct to the NZLS from that country.

11. DECLARATION ↻ See Application Guidelines - Note 11

I _____
(insert full legal name)
of _____
(insert full residential address)

(insert occupation)

Solemnly and sincerely declare that I have read and understood this application form and the Application Guidelines, that the contents of this completed application form are true and correct, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signed: _____
(signature of applicant)

Declared at _____ on this _____ day of _____ 20____
(insert place)

before me _____
(e.g. Solicitor of the High Court of New Zealand / Justice of the Peace)

()

Signed: _____

12. PRIVACY AND INFORMATION HANDLING

The information you provide helps NZLS to assess your application and enables NZLS to carry out its regulatory and representative functions under the Lawyers and Conveyancers Act 2006.

NZLS may need to obtain personal information from other sources (including but not limited to the New Zealand police, educational institutions and current and previous employers) to assess your application. By completing this form, you authorise NZLS to make enquiries directly with third parties and to receive and collect personal information relevant to your application.

NZLS will collect, use, hold and disclose your personal information only for the purposes of assessing your application or any future applications, and as provided for under the Lawyers and Conveyancers Act 2006 and regulations, Privacy Act 1993 or otherwise as permitted or required by law.

Only authorised staff will have access to your information which is held in a secure environment.

The provision of information by you is voluntary. However, if you do not provide full information, NZLS may not be able to assess your application.

Under the Privacy Act 1993 you may request access to and request correction of your personal information held by NZLS.

For more information about NZLS's Privacy and Information Handling Policies please refer to <https://www.lawsociety.org.nz/about-nzls/information-handling-policy>. General information about the Privacy Act 1993 is also available on the website of the Privacy Commissioner at www.privacy.org.nz.

13. AUTHORITY TO MAKE INQUIRIES AND CONSENT TO PUBLISH MY NAME

- (a) I confirm I have read and understood the Privacy and Information Handling section of this application.
- (b) I authorise NZLS to seek from the organisations at which I completed my tertiary qualifications and Professional Legal Studies course information about my character. I authorise the officers of each such organisation to disclose anything they consider relevant to my fitness for admission;
- (c) I authorise NZLS to make independent enquiries and obtain from any person or entity, any information about me required to assess this application, and I authorise any such person or entity to release this information to NZLS;
- (d) I authorise NZLS to undertake a police record search about me, should it decide to do so, entirely at its discretion; and
- (e) I give my consent to the publication of my name to the law profession as an applicant for admission and the placing of my name on NZLS's website for the same purpose.

Signature of applicant

Date

14. PAYMENT ➔ See Application Guidelines - Note 12

Credit card (please record details in box provided below)

CREDIT CARD PAYMENT DETAILS		
Card Type	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa Expiry date ____/____
Card Number	_____	3 Digit security # _____
Cardholder's name	_____	Cardholder's signature _____

- Internet Banking/Direct Credit (for payment instructions refer Note 12)
 Cheque attached (please make payable to "New Zealand Law Society")
 Cash

FURTHER INFORMATION

If you have any queries or require further information please contact us at the appropriate branch (as below).

CHECKLIST (please tick to indicate you have actioned and/or attached)

- Application Guidelines reviewed
 Ministry of Justice 'Request for Criminal Conviction History – Third Party' form (refer Note 9)

Please ensure that you have attached (where applicable):

- Original certified copy of your New Zealand/Overseas passport or New Zealand driver licence (refer Note 1)
 Original certified copy of any name change document (refer Note 1)
 C.V.
 Timeline (including Appendix 1 if required) showing employment and academic history
 Notice from the Official Assignee and a Discharge of Bankruptcy (refer Note 9)
 Other supplementary information (refer Note 9)
 Overseas conviction check
 Application fee (refer Note 12)

That you have arranged for (where applicable):

- Original and current certificate(s) of standing from any overseas regulatory body/ies to be sent directly to the branch office (refer Note 6)
 Original references to be sent directly to the branch office
 Return of your certificate and any original documentation by enclosing a self-addressed A4 courier, or
 The collection of your certificate and any original documents directly from the branch office

Please send your completed application to the appropriate NZLS branch office below.

When sending your application, please be aware of current reduced mail delivery services. To avoid delays, you may prefer to send by overnight courier or drop off the application at your local branch. Click on the link for information on [NZ Post courier services](#).

Auckland.....09 304 1000
PO Box 4417, Shortland Street,
Auckland 1140 DX: CX10008
auckland@lawsociety.org.nz

Canterbury Westland...03 366 9184
PO Box 565, Christchurch Mail Centre 8140
DX: WX10074
canterbury-westland@lawsociety.org.nz

Gisborne.....06 863 3484
PO Box 213, Gisborne 4040
gisborne@lawsociety.org.nz

Hawke's Bay.....06 835 1254
PO Box 341, Napier 4140
hawkesbay@lawsociety.org.nz

Manawatu..... 0800 22 3030
National Office, PO Box 5041,
Wellington 6140
registry@lawsociety.org.nz

Marlborough.....04 472 7837
PO Box 494, Wellington 6140
marlborough@lawsociety.org.nz

Nelson.....03 546 8535
PO Box 240,
Nelson 7040 DX: WC70017
nelson@lawsociety.org.nz

Otago.....03 477 0596
Private Bag 1901, Dunedin 9054
DX: YP 80555
otago@lawsociety.org.nz

Southland.....03 218 8778
PO Box 821, Invercargill 9840
southland@lawsociety.org.nz

Taranaki.....06 769 5429
PO Box 150, Taranaki Mail Centre 4340
taranaki@lawsociety.org.nz

Waikato Bay of Plenty...07 838 0264
PO Box 180, Waikato Mail Centre,
Hamilton 3240 DX:GP20007
waikatobop@lawsociety.org.nz

Wanganui.....06 349 2814
PO Box 712, Wanganui Mail Centre 4540
wanganui@lawsociety.org.nz

Wellington.....04 472 7837
PO Box 494, Wellington 6140
wellington@lawsociety.org.nz

CERTIFICATE OF CHARACTER – APPLICATION GUIDELINES

GENERAL INFORMATION - Use this form if you are applying for a certificate of character. Please use blue or black ink and write in block letters. If you are typing your application, please initial the foot of each page.

Application Process

Please provide as much relevant information as possible. An incomplete application will not be considered until all required information and documents have been received.

All documents relevant to your application, including this application form, certified copies of documents, certificates of standing and references, must be dated no earlier than three months from the date on which a certificate of character is issued.

You should allow at least eight weeks for this process to be completed. Please note this time span does not include the period (usually four weeks) required by the High Court to complete its process. If you have answered “yes” to any question in section 9, you should allow at least an **additional** four weeks for the processing of your application.

Once NZLS is satisfied that you are a fit and proper person to be admitted to the High Court of New Zealand you will be issued with a Certificate of Character. Certificates of Character expire three months from date of issue. If your Certificate of Character expires before the date of your admission at the High Court, you will need to apply for a new Certificate of Character which will include further payment of the fee.

Privacy Act

NZLS will use and hold information provided by you to:

1. Process and assess this application.
2. Carry out its various regulatory functions and, if you elect to be a member, the representative functions of the Society as set out in the Lawyers and Conveyancers Act 2006 and the relevant Regulations and Rules.
3. Keep you informed about regulatory issues.
4. The information provided will not be made public or disclosed other than as required or permitted by law.
5. For further information, refer to the NZLS privacy policy on its website or contact the officer of the privacy commission at www.privacy.org.nz

Certified copies

Please ensure these are marked “original sighted and this is a copy of that original” and they are legibly signed and dated – preferably with a name stamp appended.

NOTE 1 - PERSONAL DETAILS

Your name

Your name as entered here and supported by relevant identification for this application will appear on any certificates issued by NZLS.

The following are acceptable forms of proof of identity:

- a) New Zealand or Overseas Passport - the passport must be current and signed. An original certified copy of the identification page of your passport must be provided. The wording which must be used to certify the document is:

“I certify this to be a true copy of the original, which I have sighted, and the photo represents a true likeness of [name of the person presenting the document to me for certification].”

- b) New Zealand Driver Licence – the driver licence must be current and cannot be a temporary (paper) license. An original certified copy of your driver licence must be provided. The wording which must be used to certify the document is:

“I certify this to be a true copy of the original, which I have sighted, and the photo represents a true likeness of [name of the person presenting the document to me for certification].”

The forms of identification above meet the identification requirements for the *Request for Criminal Conviction History – Third Party* application to the Ministry of Justice. You are therefore not required to provide any further proof of identity documents for the purposes of that application.

If there has been a name change through marriage, civil union or deed poll you are required to provide an original certified copy of the relevant name change document (for example, a marriage certificate).

The use of any other name/s (i.e. an unofficial English name) must also be explained by submitting a Statutory Declaration confirming, the name/s used, how long you have used the name/s, and for what reason.

Time in New Zealand

Please count the time spent in total living in New Zealand i.e. it does not have to be consecutive. This question is relevant to the number of references that you need to provide (refer Note 6).

Address

Please provide contact address details and include an email address and daytime telephone number.

NOTE 2 - ADMISSION DETAILS

Please record the details of your intended admission ceremony.

NOTE 3 – TERTIARY QUALIFICATIONS

Please record the details of your university degree(s). If you attended more than one tertiary institution (including overseas universities) in completing your degree, please note these on the form.

NOTE 4 - PROFESSIONAL LEGAL STUDIES COURSE

Please record the details of the professional legal studies course you have completed or are completing (if applicable).

NOTE 5 – EMPLOYMENT HISTORY

Use the separate sheet (Appendix 1) provided with this application, to record your current and previous employers together with dates of employment (specifying both months and years). Please include also the dates (specifying both months and years) of education undertaken and any recent volunteer work.

Where there are gaps of more than a month please include a brief explanation of what you were doing during that time.

NOTE 6 – REFERENCES

General notes

You must arrange for the following references to be sent to NZLS; each completed by a different person:

- an employer reference (if applicable – see notes below), and
- a minimum of two general character references from people who know you in a personal capacity and meet the criteria of a preferred referee (see notes below), and
- if applicable, one from your direct supervisor at the place where you are/were volunteering.

Please arrange for your referees to send original references on the prescribed form directly to NZLS.

NZLS will only accept a pdf version of the original reference, where the reference is:

- supplied by a lawyer (holders of a current practising certificate) and emailed directly to the NZLS from the lawyer's registered email address, or
- from a non-lawyer with a verifiable email address. For example, a recognised organisation such as police.govt.nz or justice.govt.nz.

In some cases, the original may still be requested.

References must be sent directly to the relevant NZLS Branch by the referee. References attached to your application or mailed or handed to the NZLS or a branch office by you will not be accepted.

Please note if the referees named in your application do not provide a reference, we will seek an explanation from you as to the reason why they did not provide a reference.

Who should I ask to be my referee?

When choosing a preferred referee, think carefully about who you want to ask to provide referee reports. You should ask yourself:

- will the person provide the reference in a timely manner;
- do they know you well enough to answer the questions on the referee report; and
- has there been regular contact with that person?

Employer references

If you are **currently employed**, you must provide a reference from your current employer. Please contact your local NZLS branch if this is not possible and provide an explanation why. Please note:

- The person providing an employer reference should be your supervisor or manager i.e. someone who has day-to-day responsibility for and oversight of your work.
- A senior Human Resources official can only provide your employer reference if they have direct knowledge of your work and are closely involved in your supervision.
- If you have a reference from your current employer, please do not provide additional references from work colleagues unless they know you well outside work (such as from high school or in a sporting team).

If you are not currently employed, it is preferable for you to provide a reference from your most recent previous employer.

Who is a “preferred referee”?

When you are thinking about whether someone is a preferred referee for the purposes of this application, these questions might help you decide:

- Would the person have had to go through a character and/or a criminal conviction check before attaining their position?
- Does the person belong to a profession where issues of conduct and/or professional standards are regulated?
- Are they in a role that is well respected in their community and consulted by members of the larger community?
- Do they know you in a personal capacity and are able to speak to your character?

Some examples of persons who could be considered as preferred referees:

- Lawyers (i.e. someone with a current practising certificate)
- Chartered accountants
- Currently registered:

Authorised financial advisers	Marriage celebrants	Pilots
Dentists	Medical doctors	Real estate agents
Engineers	Nurses	Teachers
Legal executives	Physiotherapists	Veterinary surgeons
Social workers	Occupational therapists	
- University lecturers and professors who know you outside of university or in the capacity of an employer
- Elders/pastors from a church, temple, mosque or synagogue
- Justices of the Peace
- Serving members of the armed forces
- Serving police officers
- Senior government officials
- Members of Parliament

Who cannot be a referee?

- Members of your family (including spouses, partners, in-laws, and those connected to you by civil union or de facto relationship) may not act as referees.
- Personal or family health professional.
- University lecturers and tutors may not act as referees unless they are acquainted with you outside the university or have known you in the capacity of an employer.
- The wife/husband or de facto partner of someone who has already provided a reference.

Additional references

If you provide more than the minimum number of references, we will consider all the references provided and the same rules will apply to all references irrespective of the fact that there is an additional number. For instance, all references provided will need to be current at the time any certificate of character is issued. NZLS may request additional references at its discretion to assist with assessing your application.

Can a reference be withdrawn?

Once a reference report has been provided to NZLS in support of your application, only the referee can withdraw that reference – you cannot withdraw a reference yourself.

How many references do I need?

If you have been resident in NZ for five years or more and:

(a) have been employed for 12 months or more, you must provide:

- one reference from each of your employers in the last 12 months (see notes in relation to employer references above); and
- two general references from your preferred referees (see notes above), one of which must have known you in a personal capacity for at least five years and the others for at least two years.

(b) have been employed for less than 12 months, you must provide:

- one reference from each of your employers within the last 12 months (see notes in relation to employer references above); and
- three general references from your preferred referees (see notes above), one of which must have known you for at least five years and the others for at least two years.

(c) are not currently employed, you must provide:

- one reference from your most recent former employer, if possible (see notes in relation to employer references above); and
- three general references from your preferred referees (see notes above), one of which must have known you for at least five years and the others for at least two years; or
- if you cannot provide a reference from your most recent former employer, four general references from your preferred referees, one of which must have known you for at least five years and the others for at least two years.

If you have been resident in NZ less than five years and:

(a) have been employed for 12 months or more, you must provide:

- one reference from each of your employers in the last 12 months (see notes in relation to employer references above); and
- one general reference from your preferred referee (see notes above), who has known you in a personal capacity for the majority of the time you have resided in New Zealand; and
- two general references from your preferred referees, in your previous (overseas) community who have each known you in a personal capacity for at least five years; or

(b) have been employed for less than 12 months, you must provide:

- one reference from each of your employers within the last 12 months (see notes in relation to employer references above); and
- two general references from your preferred referees (see notes above), who have known you in a personal capacity for the majority of time you have resided in New Zealand; and
- two general references from your preferred referees, in your previous (overseas) community who have each known you in a personal capacity for at least five years; or

(c) are not currently employed, you must provide:

- one reference from your most recent former employer, if possible (see notes in relation to employer references above); and
- two general references from your preferred referees (see notes above), who have each known you in a personal capacity for the majority of time you have resided in New Zealand; and
- two general references from your preferred referees in your previous (overseas) community who have each known you in a personal capacity for at least five years; or

If you have never been resident in NZ, you must provide:

- one reference from your current employer, or if not employed from your most recent former employer, if possible (see notes above); and
- if possible one general reference from a preferred referee who has known you in a personal capacity in the NZ community; and
- three general references from preferred referees in your overseas community who have each known you in a personal capacity for at least five years; and
- a letter advising why you are seeking to be admitted in New Zealand and whether you intend to practise in New Zealand.

NOTE 7 - OVERSEAS ADMISSION AND PRACTISING CERTIFICATE DETAILS

Please record details of admissions and practising certificates held in any other jurisdiction. You are required to provide **an original and current** Certificate of Standing (no more than three months old) from the appropriate regulatory body/authority in each jurisdiction where you have practised or have been admitted.

NOTE 8 – OTHER PROFESSIONS

Please record details of any other profession that you have applied to become registered in, or been registered in. For example, teacher, doctor, financial advisor. Please include details of where and when you were registered, or applied to be registered, and provide a Certificate of Standing from the applicable regulator. You may be asked to provide further information.

NOTE 9 – FIT AND PROPER PERSON

Before issuing a certificate of character NZLS must be satisfied that you are a fit and proper person for admission as a barrister and solicitor of the High Court of New Zealand.

You must provide an authorisation by way of the 'Request for Criminal Conviction History – Third Party' (RCCH) for the Society to obtain relevant information from the Ministry of Justice, complete the form apart from the portion/s to be completed by third parties and provide this to the NZLS branch, for forwarding to the Ministry. The Ministry will send the information *directly to NZLS*.

NZLS will seek information from the Ministry for all applications. As this may take up to three weeks for processing you are advised to provide the RCCH form and your application to NZLS branch four months ahead of the date of the proposed admission ceremony.

If you have lived in a country other than New Zealand for more than one year since you turned 18, you will need to arrange for an equivalent report to be sent direct to NZLS from that country.

A positive answer to any of the questions in section 9 will not automatically result in a declined application. Each case will be considered individually on its merits. If you do answer "yes" to any of the questions in this section, please:

- Provide detailed information on a separate sheet regarding each such matter.
- Include supporting documents if applicable e.g. court sentencing notes, police summaries, correspondence with the relevant regulatory body etc. See below for further specific information required in particular cases.

We encourage you to be open and candid with your referees and employers and disclose to them any "fit and proper" matters declared in section 9 so that your referees can meaningfully comment on the "fit and proper person" questions asked of them in the reference form.

NZLS and its branches will keep details given in this section confidential, subject to the disclosures outlined in this application form and/or as otherwise authorised by you.

Bankruptcy, Liquidation, Receivership etc. (9.1)

If you have answered “yes” to this question, please provide a copy of the relevant official documents such as the decision of adjudication, discharge of bankruptcy (if applicable), receivers’ or liquidators’ report(s), etc together with detailed information regarding the circumstances of the matter.

Charges - criminal or other disciplinary body (9.2)

If you have answered “yes” to this question, please provide detailed information on the nature of the charge(s), the status of the matter and the likely timeframe for the matter to be concluded.

Criminal Convictions (9.3)

Please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing details of any criminal record. NZLS cannot provide you with advice as to whether a particular conviction is covered by this Act. Where you are in doubt you should seek independent legal advice.

If you have a conviction that is not covered by the Criminal Records (Clean Slate) Act 2004 please provide the Police Summary of Facts/ Caption Sheet and any court sentencing notes or decision (if available) for each conviction.

Disciplinary proceedings (9.4 – 9.5)

If you have answered “yes” to either question, please provide detailed information of the nature of the action or proceedings and the outcome.

NZLS will be making inquiries of relevant bodies including tertiary education institutes. This includes any matters that resulted in a warning, reduction of marks or resit/resubmit.

Please note: Any academic misconduct or disciplinary matter that arose while you were at University or while undertaking professional legal training must be disclosed on the form. This includes any instance where your mark may have been reduced or disallowed.

Health conditions (9.6)

Pursuant to section 55(1)(l) of the Lawyers and Conveyancers Act 2006 you are asked to declare mental or physical health conditions that may affect your ability to perform the functions required for the practice of the law. For relevant considerations that the NZLS considers when assessing whether a health condition may affect a person’s ability to perform the functions required for the practice of the law, please refer to the [Guidelines for Applicant’s declaring health conditions](#) on our website.

Functions required for the practice of law include (but are not limited to):

- making careful judgments sometimes in time critical and stressful situations;
- adhering to lawyers’ fundamental ethical obligations to clients and the courts;
- demonstrating the level of skill and knowledge required for competent practice;
- dealing with competing priorities;
- behaving appropriately; and
- not acting in ways that impact adversely on clients, other members of the legal profession, or members of the public.

Please note the following guidance:

- In general, it is unlikely that a physical condition would render you unable to perform the functions required for the practice of law.
- Minor mental health matters and one-off episodes of illness need not be declared, nor mild anxiety during exam time.
- A one-off episode of depression which was mild and related to a specific matter such as, for example, the end of a close relationship or a bereavement, does not need to be declared.
- It is expected that you would declare a persistent or recurrent condition.

Please provide the following information regarding any condition you have declared:

- nature of the condition, and whether it is short term or ongoing;
- frequency and duration of episodes when it could impact on your ability to practise;
- general details of treatment received (particularly if this is ongoing);
- details of how you manage the condition and what support systems you have in place;
- if applicable, progress made toward recovery, and expected timeframe for full recovery; and
- a medical certificate and/or report from your health professional (e.g. GP, Psychologist, Psychiatrist) that includes information about any medication you may be prescribed, and counselling undertaken, and that comments on your fitness to practise law.

If you are unsure as to what you should be disclosing, then please check with your local NZLS branch. Any discussions with the branch will be of a confidential nature.

Legal practice (9.7 – 9.13)

If you have answered “yes” to any question, please provide detailed information on the nature of the matter and the outcome (if applicable).

NOTE 10 – OVERSEAS CONVICTION CHECKS

If you have lived in a country other than New Zealand for more than one year since you turned 18, you will need to arrange for an equivalent Criminal Conviction History to be sent direct to the relevant branch of the NZLS from that country.

As overseas conviction checks can take time you are advised to contact the relevant overseas authority and arrange for a report to be sent direct to NZLS as soon as possible. Please note that your application is unable to be processed until NZLS has received this report.

NOTE 11 - DECLARATION

The information you have given in the application form is covered by the declaration. The declaration is not valid unless signed and witnessed by an enrolled barrister and solicitor of the High Court or a Justice of Peace. If you are signing the declaration outside of New Zealand, it must be made in accordance with section 11 of the Oaths and Declarations Act 1957.

NOTE 12 - PAYMENT

The fee is NZ \$253 including GST. You may pay the fees by credit card, internet banking (direct credit), cheque, or cash.

If you wish to pay your application fee by Internet banking/Direct credit, please advise the branch when making your application and they will email you an invoice, which will include the NZLS bank account details for payment.

