



# Advice and assistance verification

## Client declaration

June 2016  
AA/VERF/MAND

The applicant should sign this declaration where it is not practicable to see verification of income or capital at the outset.

### Guidance for solicitors

Where applicants make appointments by telephone, you should always ask the applicant to bring verification of income and savings to the meeting. However, in situations where it is appropriate to grant advice and assistance without seeing verification at the outset, for example, when it is in the interests of the applicant or the wider justice system, you should advise them of the need to provide verification as soon as possible. The client must sign the following declaration when you grant advice and assistance or ABWOR and you should advise them that you may make enquiries with their employer, bank, DWP, or HMRC to obtain evidence of income or capital, if the client has not provided this or if you believe further verification is necessary.

### Applicant's declaration

I agree to my solicitor contacting other people or bodies about my financial circumstances to verify my eligibility for legal assistance. If I do not provide evidence of my income or capital when requested by my solicitor after being admitted to legal assistance, or if my solicitor requires further verification, I understand that my solicitor will contact my employer, my bank, the DWP or HMRC, as appropriate. I authorise these other people or bodies to provide the information that my solicitor needs to verify my eligibility for legal assistance.

Signature of applicant/  
representative..... Date.....