

## **Criminal Transfer Declaration form guidance**

This form is to be used where you are applying to transfer a grant of summary, solemn, appeal or fixed fee ABWOR. After completing the form you must send a copy of the declaration to the current agent. If the applicant does not know who the current agent is, our online system will provide you with the details once you have submitted your application online. This form also acts as a mandate for the papers if the transfer is granted to you. You can only use this form for the transfer of one application. Should you wish to apply for transfer of more than one case for the same applicant a new declaration must be completed.

**Section A** - Enter details of the case, either the legal aid reference number or the pf reference, onto the form as well as the applicant's name and the solicitor's name. At the reason for transfer box you must provide full details as to why you are seeking a transfer. The information you enter in this box must match the information you submit online.

**Applicant's Declaration and Authority** - The applicant must read the declaration and authority and sign it.

**Solicitor's Declaration** - The solicitor must sign and date the declaration.