



**THE SCOTTISH LEGAL AID BOARD**  
**Criminal Legal Assistance Register**  
**Application by solicitor for registration**

**SOLICITOR**  
*This form is for use by an individual solicitor*

Applicant's Name:	Practitioner Code:
Business address:	
Name of firm:	Firm legal aid code:
Nature of applicant's connection with firm:	
Applicant's email address:	

If the applicant is connected with more than one firm, the details of such other firm(s) and the nature of the connection must be attached on a separate sheet.

**DECLARATION**

- I apply for registration to provide criminal legal assistance.
- I hold a FULL  / RESTRICTED  Practising Certificate. (*\*please tick appropriate*)  
 I will attach a copy of my current practising certificate, including any restrictions to which it is subject, when submitting this application form.
- I DO  / DO NOT  set targets for staff in the firm(s) with which I am connected (*\*please tick appropriate*). I attach to this application a copy of the written instructions to staff relating to targets.
- EITHER
  - I am a second year trainee. **OR**
  - Within the last 12 months I have attended one or more courses of at least 15 hours duration in total relevant to the provision of criminal legal assistance. I give full details below.  
*(\*please tick appropriate)*

To the extent that I may not have attended sufficient courses, I undertake to do so within the next six months. I understand that as a requirement of the Code of Practice in Relation to Criminal Legal Assistance I must maintain a record of courses attended and produce it to SLAB if called upon to do so.

Date	Course title	Course provider	Hours

- I confirm that all the details contained in this application are correct.
- I confirm that I comply with and will continue to comply with the above Code and that I am not otherwise disqualified from providing criminal legal assistance.

**Important information about your personal data**

The Scottish Legal Aid Board (SLAB) is a data controller. The information you provide in this form will be used to process your application to be registered to provide criminal legal assistance in accordance with the Legal Aid (Scotland) Act 1986 and any regulations made there under. Your personal data will be processed in accordance with the principals of the General Data Protection Regulation 2016.

In the process of dealing with your application, we may share your data with third parties, such as police authorities, court services, members of the public and the Law Society of Scotland. However we will not pass on information about you unless the law allows us to do so. We will retain the personal information provided in accordance with the requirements of our retention schedule then destroy or delete it in a secure manner.

Under the General Data Protection Regulation 2016, you have the right (subject to certain exemptions) to request access to the personal data we hold about you, to inspect it and to have it corrected if it is wrong. In addition you may also have rights to have your data erased or have your data moved and you will be able to object to processing if you believe it may be unlawful. Where SLAB are responsible for unlawfully processing or disclosing your personal data and it is likely to cause a high risk to your rights and freedoms we will make you aware of this. To request our personal data you should write to SLAB's Data Protection Officer. If you are unhappy with the response you get from the Data Protection Officer and wish to complain you should write to the Director of Corporate Services and Accounts.

..... (Signature) ..... (Date)

If you have used your Law Society Smartcard to sign this document you can email it to [criminalregister@slab.org.uk](mailto:criminalregister@slab.org.uk). If you have not you can print it off and complete it manually. You should then post it to Receipts & Payments, Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE (DX 555250 General Mail, Edinburgh 30).