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| Date received | / / |
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| Date completed | / / |

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**Petition for Call to the Bar**

|  |  |  |  |
| --- | --- | --- | --- |
| Call Date (DD.MM.YY) |  | | |
| Membership Number |  | | |
| Title |  | | |
| Forenames |  | | |
| Surname |  | | |
| Full Name Phonetics |  | | |
| Email Address |  | | |
| Mobile number |  | | |
| Correspondence Address |  | | |
|  |  | | |
| Student Members | Bar Course Provider: |  | |
| Bar Course Start Date: | (E.g. Sep-23) | |
| Bar Course Result: |  | |
|  |  | | |
| Transferring Members | Solicitor | |  |
| European Lawyer | |  |
| Qualified Foreign Lawyer | |  |
| Legal Academic | |  |
|  | | |
| Bar Transfer Test Date | |  |
| Bar Transfer Test Result | |  |

|  |  |  |
| --- | --- | --- |
| Call in Absentia | If you wish to apply to be called in Absentia, please provide your reasons |  |

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**Call Declaration**

The purpose of this declaration is to ensure you have understood the regulations and requirements for becoming a practising barrister in England and Wales. You must be honest in this declaration and disclose the information requested.

Please refer to the BSB website which has information for students when completing this declaration.

**What information is requested?**

The questions on this declaration are being asked to ensure that you can uphold the Core Duties which underpin the behaviour expected of barristers. These Core Duties are set by the Bar Standards Board. In deciding that someone can uphold the Core Duties consideration is given to whether they are fit and proper. **Disclosures will not automatically result in an application being refused.** To make that fit and proper consideration, information relating to past or ongoing matters from the following categories is requested:

* Criminal offences;
* Academic history;
* Regulatory history; and
* Other behaviour.

**How will my information be handled?**

Your data will be processed in accordance with the Inn’s data protection policy for the administration of its membership records and to achieve its obligations as set out in a Memorandum of Understanding (MoU) agreed with the Bar Standards Board, Council of the Inns of Court and the Inns of Court. If you would like more information on the legal basis for the processing of your information by the Inn, please see the Inn’s privacy statement.

The Inn shares information with the Bar Standards Board for the stated purposes set out in the data sharing protocol which forms part of the MoU. For more information on how the Bar Standards Board uses your information, whether obtained from the Inn or otherwise, please read their [privacy statement](https://bsbstaging.pixl8.london/privacy-statement.html).

**What should I do if I want help in completing my Call Declaration?**

We are committed to ensuring that everybody finds it easy to communicate with us and to complete this Declaration. We will make reasonable adjustments so that people with disabilities find it easy to complete any forms relating to their Call and any ongoing matters related to their membership. If you require this form in a different format, please contact the Inn.

If there are any questions about which you are unclear, and before making any disclosures, please refer to the [BSB website](https://www.barstandardsboard.org.uk/) which has information for students.

You must answer every question in this declaration and provide any information marked with an asterisk.

**Personal details**

Inn Membership Number\*

Last name\*

First name\*

Middle name(s)

Title (Mr, Mrs etc.)

Please use the box below to let us know if any changes to the above personal details since you made your declaration when admitted to the Inn.

**Fit and proper person checks**

In order to be Called to the Bar, a person must be a fit and proper person to become a practising barrister. The following information will be used by the Inn in determining your fitness to become a barrister.

The Bar Standards Board requires that a criminal record check be undertaken for all those being Called to the Bar from 1st July 2021. If you would like more information about the legal basis for this, please refer to the information for student on the BSB website.

All applicants for the Call ceremonies occurring after 1st July 2021 (or those seeking re-admission to the Bar from that date) must undertake a ‘Standard’ Disclosure and Barring Service (DBS) check and the international equivalents, where applicable. The Inn will use the resulting certificate to help it to determine whether you are a fit and proper person to become a practising barrister.

If your criminal record certificate contains details of convictions, cautions or final warnings which were considered by the Inn at the point of admission, they will not be considered again unless there is a change in the facts or circumstances which would materially change the outcome. If the certificate reveals convictions, cautions or final warnings which were not considered at the point of admission, the Inn will use these to assess whether you are a fit and proper person to become a practising barrister.

Before answering the following questions, please note that **matters which were disclosed to the Inn at the point of admission do not need to be disclosed on this declaration unless there have been developments of which the Inn is unaware.**

Question 1 – Do you have any spent or unspent convictions, cautions, or final warnings in the UK, or any other country, save those which are ‘protected’ by law?

Before answering this, please read the information for students on criminal records disclosures on the Bar Standards Board website. Note you are **not expected to disclose any criminal convictions or cautions that would be ‘protected’ by law or ‘filtered’** by the Disclosure and Barring Service. If you are still unsure if a matter is protected, please contact the relevant officer at the Inn.





If you have answered ‘yes’, use the space below to provide any relevant details.

Question 2 – Are you, or have you ever been, subject to any investigations or proceedings by a higher education institution? This includes any current or pending academic or misconduct reports and complaints, proceedings or actions and/or previous investigations or proceedings where the matter has been upheld. There is no requirement to declare matters where there has been an investigation and the matter was not upheld.





If you have answered ‘yes’, use the space below to provide any relevant details.

Question 3 – Are you, or have you ever been, subject to any investigations or proceedings by a professional or regulatory body? This includes any current or pending reports and complaints, proceedings or actions and/or previous investigations or proceedings where the matter has been upheld. There is no requirement to declare matters where there has been an investigation and the matter was not upheld.



If you have answered ‘yes’, use the space below to provide any relevant details.

Question 4 – Do you have, or have you ever had, a condition (including an addiction to drugs or alcohol) which means you may pose a risk to any member of the public or which may impair your judgment as a practising barrister?





If you have answered ‘yes’, use the space below to provide the relevant details.

Question 5 – Are you, or have you ever been, the subject of an arrangement with a creditor or entered into an individual voluntary arrangement with creditors? An arrangement includes but is not limited to the following: bankruptcy order[[1]](#footnote-1), debt relief order[[2]](#footnote-2), or directors disqualification order[[3]](#footnote-3).





If you have answered ‘yes’, use the space below to provide the relevant details.

Question 6 – Are there any other matters which might reasonably be thought to call into question your fitness to become a practising barrister? This includes but is not limited to civil injunctions or criminal orders.

Note you are **not expected to disclose any criminal convictions or cautions that would be ‘protected’ by law or ‘filtered’** by the Disclosure and Barring Service. If you are still unsure if a matter is protected or filtered, please contact the relevant officer at the Inn.





If you have answered ‘yes’, use the space below to provide the relevant details and attach any supporting documents.

**By signing this declaration:**

1. I confirm that I have read the supporting information for students on the BSB website before completing this declaration; and
2. I confirm that I will comply with the Inn’s process for administering Standard DBS checks (and the international equivalent if appropriate); and
3. I confirm that the information contained in this declaration and any other information provided as part of my application for being Called to the Bar is true to the best of my knowledge and belief; and
4. I confirm that the declaration (and any other information provided in support of that application for membership) provided at the time of my admission to the Inn remains true, save for where I have informed the Inn otherwise; and
5. I confirm that, should any information within this declaration change prior to being Called to the Bar, I will notify my Inn; and
6. I understand that if this declaration or any other information in support of my application for being Called to the Bar is found to have been false in any material respect, or if I breach any undertaking given in it in any material respect, then that will constitute professional misconduct and a breach of the Bar Standards Board Handbook; and
7. I confirm that once I am Called to the Bar and for as long as I remain a barrister, I will comply with the Bar Standards Board Handbook or any equivalent publications that replace it.

Date

Signature

**Criminal Record Checks**

From 2021, the Bar Standards Board require all those wanting to be Called to the Bar to undertake a DBS check. Additionally, those who have resided in a country/countries outside of the UK for 12 months or more, at any point during the 5 years preceding your application for Call, you will need to undergo the equivalent international criminal record check/s.

If you haven’t already reviewed the information regarding the Criminal Record Checks, [please visit our website here](https://www.graysinn.org.uk/education/call-the-bar/criminal-record-checks-0). We have also provided information below that you must read. If you have further questions, please email [Samantha Phillips (sends email).](mailto:samantha.phillips@graysinn.org.uk?subject=Call%20Application%20-%20DBS%20Query)

**The Process**

The Inn will submit your name and contact details to DDC, once the deadline for Call has passed. We will confirm to you via email when this has happened.

A summary of the process and further details are below.

1. DDC will contact you and request further information including your address history.
2. You will be required to send a number of ID documents to DDC, who will then conduct a video call with you to verify your identity.  These documents (which usually include one or more of the following: passport, drivers licence, national identity card) must be sent in original hard copy – this is a requirement of the DBS (a government body) and cannot be altered.
3. Once the ID check is complete, your DBS check (UK) will be obtained. This certificate will be posted to you by the DBS - you do not need to send it to the Inn unless it contains any content.
4. DDC will also notify you if you require any international checks and any additional information/action required for these.  There is an additional cost for these checks.

**Your Consent**

In order to undertake the DBS Check, we need the following confirmation from you.

|  |  |
| --- | --- |
| By ticking this box, I confirm that you may undertake a search with an external organisation for the purposes of verifying my identity. To do so the organisation (Experian Limited) may check the name, address and date of birth I supply against any particulars on any database (public or otherwise) to which they have access. A record of the search will be retained, but will not be visible to other parties or affect my credit rating. |  |

**International Criminal Record Checks**

As stated previously, if within the past 5 years, for 12 months or more you have resided outside of the UK then you will be required to have an International DBS check.

When you complete the standard UK application to DDC please ensure to tell them if you need the check. If you are unclear if it is required. DDC will assist you in clarifying. Delays to this process can affect your place on a Call ceremony.

The International checks take longer to process, so these must be started as soon as possible. There are additional fees for these checks and the process will not start until you have made this payment. DDC will confirm to you via email the fee amount [(an estimate of these fees can be found here)](https://www.graysinn.org.uk/sites/default/files/documents/education/1.Cost%20of%20Overseas%20Checks%20incl%20VAT.docx)v and how to make the payment. They will then subsequently notify you, if further documentation is needed to carry out the check.

|  |  |
| --- | --- |
| Please confirm if you have resided outside of the UK for 12 months or more in the past 5 years. We will provide this to DDC |  |

**Waiver**

Due to COVID-19, the BSB have introduced a very limited waiver in relation to obtaining criminal record checks.

The eligibility requirements are; if either or both of the following apply to you:

* It is unlawful for you to send he original IF documentation from the country where you are residing; and/or
* Sending your original ID documents would represent a threat to your persona safety or freedom.

You must check if these apply to you before sending your documents to DDC.

If you do feel that you meet these requirements and can provide evidence. [You can download the full policy and application form here](https://www.graysinn.org.uk/sites/default/files/documents/education/GI%20Waiver%20criteria%20and%20guidelines%20for%20DBS%20checks%20BSB%20-%202021.docx). Once completed, [email to Samantha Phillips (sends email).](mailto:samantha.phillips@graysinn.org.uk?subject=DBS%20Waiver%20Form)

**Your Responsibility**

You must complete all aspects of the DBS requirement and to ensure that you are in communication with DDC. If you have not heard from DDC within 2 weeks of us confirming your details have been provided, you will need to check your junk folder as their emails may filtered through. You must also contact them to start the process.

One month before Call, we will write to you should DDC inform us of incomplete checks. You will then have to contact DDC to finalise any remaining details. Gray's Inn must receive confirmation of a complete DBS check from DDC two weeks before Call. If they are not, **you will not be Called to the Bar.**

**Final Call Requirements**

**Qualifying Sessions and Themes**

Qualifying Sessions are organised in accordance with the [Memorandum of understanding: Framework for the provision of Qualifying Sessions](https://protect-eu.mimecast.com/s/-K8mCp7Bspv4wsPWbrI?domain=emea01.safelinks.protection.outlook.com) and are classified under five themes.

You must attend a minimum of ten Qualifying Sessions, and the themes cover all aspects of the skills and knowledge you need to learn as part of your training for the Bar. You must attend a minimum of one session under each of the themes. At least two sessions must be interactive and require preparation in advance.

Please complete the table below to confirm the Qualifying Sessions and Themes you have attended. You can view these in [GIOS here, under QS History](https://gios.graysinn.org.uk/gios_login.html).

At the time of you completing this form, you may not have completed all your QSs and Themes. We will review these prior to Call to ensure you have met all the requirements.

|  |  |
| --- | --- |
| Qualifying Sessions Completed |  |
| Ethics, Standards and Values |  |
| Advocacy Skills |  |
| Legal Knowledge, Justice and the Rule of Law |  |
| Equality, Diversity and Inclusion |  |
| Preparation for Pupillage, Career Development and Wellbeing |  |

**Degree Certificate (Student Members only)**

If you did not submit a final undergraduate degree certificate at the point of admission, we require a certified copy or to see the original in addition to your Call application.

Please use the below table to confirm your qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institute | Degree Subject | Type  e.g. LL.B., LL.M. | Classification | Year |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. A “bankruptcy order” includes a bankruptcy order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world. [↑](#footnote-ref-1)
2. For this purpose, a “debt relief order” includes a debt relief order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world. [↑](#footnote-ref-2)
3. 3 A “directors disqualification order” includes a disqualification order made by a court, or disqualification undertaking accepted by the secretary of state, pursuant to the Company Directors Disqualification Act 1986 and any similar order or undertaking made or given in any jurisdiction in the world. [↑](#footnote-ref-3)