**Process for Joining the Inn as a Transferring Lawyer**

Please read this document in full before applying.

Admissions are now run through our new Online Admission Portal. If you have any questions during the application process, please email registry@lincolnsinn.org.uk

Before applying to join Lincoln's Inn as a Transferring Lawyer or Specially Qualified Applicant you must first satisfy the Bar Standards Board (BSB) that you are qualified to join the Bar of England and Wales. For more information, please see <https://www.barstandardsboard.org.uk/training-qualification/becoming-a-barrister/transferring-lawyers.html>

**To Apply**

**Please do not register more than once with different email addresses.**

1. Head to the portal at <https://portal.lincolnsinn.org.uk/my-profile.html>

2. Click on ‘Join the Inn’



3. Click on ‘Register for an account’

4. Complete the registration form and hit next. A verification code will be sent to you.

5. Enter your verification code to activate your profile

6. From your portal homescreen, click ‘Apply Online’



7. Complete the ten steps of the online application form

8. Once completed, download the Application PDF

9. Collate the following documents and send them to the following address:

• Downloaded admission documents (Please ensure these contain your original ink signature)

• A certified copy of your ID (Eg. Passport). Please see the last page of this guidance document

• A copy of your approval letter provide to you by the Bar Standards Board

**REGISTRAR AND ADMISSIONS**

**THE TREASURY OFFICE**

**THE HONOURABLE SOCIETY OF LINCOLN’S INN**

**LINCOLN’S INN**

**LONDON**

**WC2A 3TL**

Please note that we are unable to accept documents via email.

10. Once documents arrive, we aim to review these within ten working days. Upon approval, a link to complete the admission payment online will be sent to you via email.

**CERTIFIED COPY GUIDANCE**

Applicants to the Inn need to provide a certified copy of photo identification (“photo ID”) and degree certificates if awarded. Acceptable forms of photo ID are:

• Current signed passport

• Current full UK or EEA photocard driving licence

• National identity card bearing a photograph of the applicant

Those applying for student admission to the Inn (ie Future Bar Course students) who have completed their law degree / GDL need to provide a certified copy of their degree certificate.

You must not send your original photo ID or degree certificate by post as we will not be responsible for its safe return to you.

**Who can certify a document?**

Your document must be certified by a professional person or someone well-respected in your community (‘of good standing’). You could ask the following if they offer this service:

• bank or building society official

• councillor

• minister of religion

• dentist

• chartered accountant

• solicitor or notary

• teacher or lecturer

• post office

The person you ask must not be:

• related to you

• living at the same address

• in a relationship with you

The Post Office also offer a document certification service.

**How to certify a document**

Take a photocopy of your photo ID and then take the copy and the original and ask the person to certify the copy by:

• writing ‘Certified to be a true copy of the original seen by me’ on the document

• signing and dating it

• printing their name under the signature

• adding their occupation, address and telephone number

The person certifying the document may charge you a fee.