

# Firm letter request form



This form should only be filled in if you are the Authorised Signatory or the Organisation Contact of the firm you are applying for.

Please note that you can only make requests for firms that are regulated by the SRA.

Once you have completed this form, email it to [certificates@sra.org.uk](mailto:certificates@sra.org.uk), using the email address registered on your mySRA account. This is for data protection purposes and will help avoid any delays with your application. Subject line should read 'Firm letter request'.

If you are requesting a letter of regulatory standing for more than one firm or for branches of the firm, please complete a separate form for each one.

## **You should save a copy of the form to your device before you start to fill it in**

This form is an editable PDF and must be completed on screen. If you prefer, you can print and complete the form by hand and scan it back in.

### **Section 1 - Your details**

Title:

Name:

You are the Authorised Signatory

You are the Organisation Contact

SRA/CRM ID:

Telephone No.:

Email Address:

Please provide details of the firm (office) you are currently based at:

Firm SRA ID:

Firm Name:

### **Section 2 - Firm details**

Firm SRA ID:

Firm Name:

### **Section 3 - Third parties**

Would you like us to send the letter to someone else?                      **Yes**                      **No**

If yes, please confirm the email address(es) you would like us to send the letter to:

**Please note that we do not send physical copies of letters, as we deem letters downloaded from the mySRA portal to be originals.**