



## **Who should read this guidance?**

This guidance is for individuals intending to apply for a licence or an authorisation with the CLC. The CLC uses the online platform, DocuSign to process applications and Experian to carry out the associated checks for the following applications:

- A. Employed Licence
- B. Manager Licence
- C. Change of Licence from Employed to Manager
- D. Head of Legal Practice (HoLP)/ Head of Finance and Administration (HoFA)
- E. CLC Approved Manager (Lawyer)
- F. CLC Approved Manager (non-Lawyer)

If you are applying for a CLC Manager Licence/Authorisation, make sure [you validate your eligibility](#).

If applying for a HoLP/HoFA role, make sure your occupational experience [meets the CLC's expectations](#).

## **Proving your Identity:**

You will need to upload **1 certified proof of photo ID** and **2 certified proofs or residency** on your digital application. This is required for all CLC applications. [View how to correctly certify a document and a list of acceptable proofs here.](#)

## **Temporary changes to certifying documents for a licence application:**

In line with the [Government's new temporary guidance](#) on certifying documents, from Tuesday 24 March, the CLC will accept certification of documents where the facial recognition/verification has been carried out online through a video call. Any electronic means such as, Skype, Microsoft Teams, Whatsapp video, Facetime etc can be used to make the video call.

There is no change to who can certify your documents. Documents must be certified by an authorised person, such as, a Licensed Conveyancer, Solicitor or FCILEx.

Note: In addition to the standard wording the lawyer certifying your documents **MUST** include the following wording when facial recognition/identification has been verified using a video call:

***'I certify that facial recognition/verification took place by video call on (date) and that the ID documentation provide is a true likeness of the applicant (name).'***

## **How to have your documents certified via a video link:**

Step 1: Email your documents to the authorised person

Step 2: Arrange a video call with the authorised person. The authorised person will verify that the photo ID provided matches the face of the person on the video chat Step 3: the lawyer can then certify the documents and email copies back to you

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Step 4: Upload your certified documents to support your CLC application through DocuSign when you submit your application.

## Documents to support your application:

You may be prompted by DocuSign to upload additional documents to support your application. The table below shows the typical documents that may be requested.

Documents to support your application	Application Type				
	First Employe d/Manag er Licence	Changin g to a Manager Licence	CLC Approved Manager (Lawyer)	HOLP / HOFA	CLC Approved Manager (NonLawyer)
<b><u>Statement of Practical Experience</u></b> To evidence 1200 hours of supervised conveyancing/probate experience.	✓	N/A	N/A	N/A	N/A
<b><u>Professional Qualifications</u></b> To evidence suitable academic attainment. □ Typically, Lv4 & Lv6 SQA diplomas (or equivalent) OR other qualifications relevant to your application, such as HoLP/HoFA	✓	N/A	N/A	✓	N/A
<b><u>Current Practising Certificate(s)</u></b> To be provided by Lawyers and Accountants holding a current practicing certificate issued by a regulator (not the CLC).	N/A	N/A	✓	✓	N/A
<b><u>Evidence of your Ownership, or status as a Director/Partner/Member</u></b> □ Typically, extract from Companies House or letter of appointment from employer.	✓(mana ger only)	✓	✓	✓(if applicab le)	✓
<b><u>Evidence of your occupational experience relevant to HoLP and HoFA roles</u></b> □ Typically, a CV or verification from your employer of your responsibilities.	N/A	N/A	N/A	✓	N/A



## **Application Stages:**

**Stage 1.** Request an application form through the [CLC website](#)

**Stage 2.** DocuSign ([dse@eumail.docusign.net](mailto:dse@eumail.docusign.net)) will email you with helpful instructions and a unique link to access your application. You will have 28 days to complete and submit your application on either a smart phone, tablet or computer. With DocuSign you can save and finish your application at another time if needed. If you need any assistance when completing your application you should contact [licensing@clc-uk.org](mailto:licensing@clc-uk.org).

If we find that your application has been completed incorrectly or important information is missing, you will receive an email from DocuSign with instruction on what to do next. Your application will not be reviewed until after you have responded to DocuSign.

**Stage 3** The CLC Finance Team will email you from [messaging-serivce@post.xero.com](mailto:messaging-serivce@post.xero.com) with an invoice to pay for your application. You will need to pay this invoice before being able to progress to stage 4.

**Stage 4.** The CLC Licensing Team will email you to notify you when Experian has been instructed to carry out your checks.

**Stage 5.** Experian ([applications@backgroundchecking.experian.com](mailto:applications@backgroundchecking.experian.com)) will email you with instructions on how to pay for and then start your checks. The checks can take up to 6 weeks to complete.

**Stage 6.** The CLC Licensing Team will email you with the outcome of your application. If approved, you will be issued with a CLC ID number for your licence or authorisation.

**Stage 7.** When approved for a CLC Licence (employed or manager), you will need to pay the annual licence fee, which is calculated on a pro-rata basis. The CLC Finance Team will email you from [messaging-service@post.xero.com](mailto:messaging-service@post.xero.com). Once your payment has been received, your licence will be issued to you by email.

## **Using your personal data:**

Your details will be held by the CLC in accordance with the General Data Protection Regulations (GDPR). For the purposes of GDPR, if you provide any information to us, we will be the data controller.

For further information about how your information is used, how we maintain the security of your information, and your rights to access information we hold about you, please see our [privacy policy](#) which is kept under regular review. You can contact our Data Protection Officer via email at [privacy@clc-uk.org](mailto:privacy@clc-uk.org) or in writing to:

**Council for Licensed Conveyancers**

**We Work**

**131 Finsbury Pavement**

**London EC2A 1NT**

**Main Line: 020 3859 0904**



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# **GUIDANCE FOR INDIVIDUAL LICENCES AND AUTHORISATIONS**

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### Application Fees:

Head of Legal Practice (HoLP) and Head of Finance and Administration (HoFA)	<b>£240.00</b>
First qualifying Manager Licence	<b>£150.00</b>
Manager Authorisation (Lawyer & Non-Lawyer)	<b>£150.00</b>
To change from a current CLC employed licence to a CLC manager licence	<b>£75.00</b>
First qualifying Employed Licence	<b>£75.00</b>
Request to add conveyancing or probate to an existing licence	<b>£75.00</b>
To change from a current CLC manager licence to a CLC employed licence	<b>No Charge</b>
Notifying the CLC of any changes (outlined in section 6)	<b>No Charge</b>

If applicants are applying for a licence the CLC calculates the first annual licence fee on a pro-rata basis (01 of the month at the date of issue to 01 November same year).

### **CLC Licence fees are as follows:**

<b>CLC licence for</b> 1. conveyancing; OR 2. probate; OR	<b>£400.00</b>
3. conveyancing AND probate services	<b>£475.00</b>