

Renewing your Practising Certificate

The Law Society of New South Wales
170 Phillip Street, Sydney 2000
T: 02 9926 0333
F: 02 9231 5809
E: lawsociety@lawsociety.com.au



THE LAW SOCIETY
OF NEW SOUTH WALES

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Renewing your practising certificate - a step-by-step guide

You will need a LawID account to renew your NSW Practising Certificate.

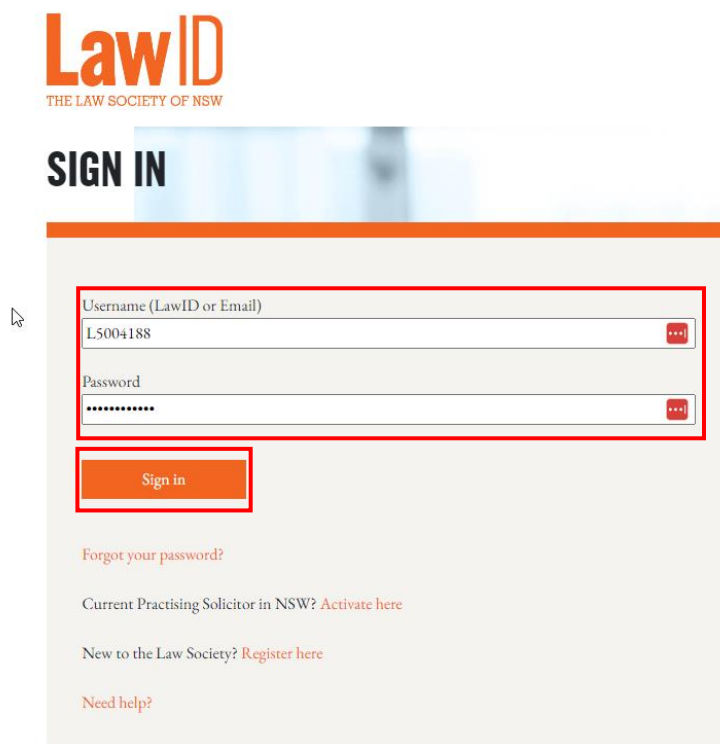
If you do not have a LawID account, click [Activate Now](#)

For more information on LawID go to www.lawsociety.com.au/LawID

1. LOGIN

Go to <https://connect.lawsociety.com.au>

Enter your Username (LawID or email) and Password, then select the '**Sign in**' button



LawID
THE LAW SOCIETY OF NSW

SIGN IN

Username (LawID or Email)
L5004188

Password

Sign in

[Forgot your password?](#)

Current Practising Solicitor in NSW? [Activate here](#)

New to the Law Society? [Register here](#)

[Need help?](#)



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THE LAW SOCIETY
OF NEW SOUTH WALES

2. MY LAW SOCIETY HOME PAGE

Once you have successfully logged in, the below “**My Law Society**” page will appear.
Select the “**Renew Now**” button shown below

 Diana Citizen
LawID L5004188 

MY LAW SOCIETY

My Renewals	My Applications	Other
Practising Certificate and Solicitor Membership	Solicitor Membership Apply for membership on year 2022/23	2022/23 Practising Certificate
Renew Now	Apply Now	Download certificate

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3. CONFIRM YOUR PRINCIPAL PLACE OF PRACTICE

You will now commence the online renewal of your NSW Practising Certificate.

Read the information carefully.

If the first question applies to your circumstance, select “yes,” and the “Next” button as shown below.


PRACTISING CERTIFICATE RENEWAL

Diana Citizen
 LawID L5004188


 Close

[Contact Us](#)
[FAQ](#)

2023/24 APPLICATION FOR RENEWAL OF AN AUSTRALIAN PRACTISING CERTIFICATE AS A SOLICITOR AND MEMBERSHIP OF THE LAW SOCIETY OF NEW SOUTH WALES

YOUR PRACTISING CERTIFICATE RENEWAL

- Applications for practising certificates in New South Wales are made in accordance with the *legal profession legislation* (as defined in the *Legal Profession Uniform Law Application Act 2014*).
- The lodgement date for practising certificate renewals is 15 May 2023 pursuant to s.4 (2) of the *Legal Profession Uniform Law Application Regulation 2015*.
- A practising certificate will not be granted unless professional indemnity insurance requirements are met. A law practice must maintain insurance at all times while engaged in legal practice.
- Professional Indemnity Insurance payments should be sent directly to Lawcover, Level 13, 383 Kent Street, Sydney NSW 2000.
- For those solicitors who are participants in The Law Society of New South Wales Professional Standards Scheme (the Scheme), please note that Law Society membership must be renewed to maintain coverage under the Scheme.

Your 2022/23 Practising Certificate will expire on 30 June 2023.

You cannot practise as a solicitor in New South Wales after 30 June 2023 if you have not applied for renewal of your practising certificate in accordance with the provisions of the *legal profession legislation* (unless you hold a valid interstate practising certificate).

USING THIS ONLINE FORM

Next and **Back** will move you through each page in the form.
 Selecting the Cancel Application button will NOT save any details you have entered.
 All questions are mandatory except where indicated otherwise.
 For desktop users, place your cursor on the  symbol and for mobile users, you can tap on the symbol to see further information about the question.

Do you reasonably intend that NSW will be your principal place of legal practice in Australia in 2023/24 and as such, wish to renew your practising certificate? 

☒ Yes
 ☐ No

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4. NEED A HARD COPY OF YOUR PRACTISING CERTIFICATE?

If you **DO NOT** wish to receive a hard copy of your practising certificate, tick the option shown below.

You can access a digital copy of your practising certificate from the “**MY LAW SOCIETY**” home page at any time once your application for renewal of your practising certificate has been assessed and has issued.


PRACTISING CERTIFICATE RENEWAL

Diana Citizen
 LawID L5004188

 Cancel Application

[Current Details](#) [Practice Record](#) [Address Details](#) [Renewal Details](#) [Other Details](#) [Additional Details](#) [Preferences](#) [Payment Details](#) [Confirmation](#)

Contact Us

Current Details

Current Practising Certificate
NSW Admission Date
 11/12/2017
Current Practising Certificate Type
 Employee of a law practice (Supervised)
Current Practising Certificate Conditions
 1,2,3,5b

Personal Details
Full name
 MS Diana Citizen
Email for Communication
 Diana.Citizen@gmail.com
Residential Address
 10 SAMPLE STREET
 SYDNEY, NEW SOUTH WALES 2000
Mobile phone
 0400 000 000
Business phone
 1300 LAW

These are your direct or private contact details. These details are not disclosed on the statutory publicly displayed Register of Solicitors. These details are used for the purposes of carrying out regulatory functions under the *Legal Profession Uniform Law (NSW)*.

Are these details correct?

☐ Yes
 ☒ No

Update current details

☐ I do not wish to receive a hard copy of my practising certificate

Cancel application

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5. REVIEW YOUR CURRENT DETAILS

Review your current details held by the Law Society. If your current details here are up to date, select “Next”.

To update or amend your current details, select the “No” option and then “Update Current Details” as shown below.


PRACTISING CERTIFICATE RENEWAL

Diana Citizen
LawID L5004188


Cancel Application

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Contact Us

Current Details

Current Practising Certificate

NSW Admission Date
11/12/2017

Current Practising Certificate Type
Employee of a law practice (Supervised)

Current Practising Certificate Conditions
1,2,3,5b

Personal Details

Full name
MS Diana Citizen

Email for Communication
Diana.Citizen@gmail.com

Residential Address
10 SAMPLE STREET
SYDNEY, NEW SOUTH WALES 2000

Mobile phone
0400 000 000

Business phone
1300 LAW

These are your direct or private contact details. These details are not disclosed on the statutory publicly displayed Register of Solicitors. These details are used for the purposes of carrying out regulatory functions under the Legal Profession Uniform Law (NSW).

Are these details correct?

☐ Yes
☒ No

Update current details

☐ I do not wish to receive a hard copy of my practising certificate

Cancel application
Next >

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6. NEED TO UPDATE YOUR CURRENT DETAILS?

Update your current details as shown in the screen below.

Once updated, ensure you review these details and select “**Update**”.

Update Current Details

Current Details

NSW Admission Date: 11/12/2017

Current Practising: Employee of a law practice

Current Practising: 1,2,3,5b

☐ I do not wish to receive this information

Update Current Details

Title (Optional): MS

First name: Diana

Other names: Other name

Surname: Citizen

Mobile phone: 0400 000 000 Business phone: 1300 LAW

Email for Communication: Diana.Citizen@gmail.com

Please note this email address is also used as your LawID username.

Residential address for the purposes of carrying out functions under the Uniform Law.

Country / Region: AUSTRALIA

Building name (Optional): Building name

Building type (Optional): Building number (Optional): Level / Floor (Optional):

Street number: 10 Street name: SAMPLE Street type: STREET

Search (Enter Suburb name or Postcode to search): Enter Suburb name or Postcode

Suburb: SYDNEY Postcode: 2000 State: NEW SOUTH WALES

Address Preview: 10 SAMPLE STREET SYDNEY, NEW SOUTH WALES 2000

7. YOUR CURRENT PRACTICE RECORD

Review your current practice record. This is a record of your current place of practice as of 1 July 2023.

If your record is correct, select **“Next”**.

If this record needs amending, please choose one or more of the following options:

‘Change Details’ to amend your employment status, current place of practice, or to change the branch office address from which you are practising;

‘Add additional law practice’ to add any additional places of practice as shown below.

The screenshot shows the 'PRACTISING CERTIFICATE RENEWAL' form for Diana Citizen (LawID L5004188). The 'Current Practice Record' section is highlighted, showing details for the Principal Place of Practice: Australian Pesticides and Veterinary Medicines Authority, Government Legal Practitioner, 102 TAYLOR STREET, ARMIDALE, NEW SOUTH WALES 2350. The Business Phone is 02 6770 2384. There are two buttons: 'Change details' and 'Add additional law practice'. The 'Next >' button is also visible.

Principal Place of Practice

Name of Law Practice / Employer / Entity
Australian Pesticides and Veterinary Medicines Authority

Employment Status
Government Legal Practitioner

Law Practice / Employer / Entity Address
102 TAYLOR STREET
ARMIDALE, NEW SOUTH WALES 2350

Business Phone **Business Fax** ?
02 6770 2384

Change details

Add additional law practice

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THE LAW SOCIETY OF NEW SOUTH WALES

8. YOUR ADDRESS DETAILS

Review your address details as indicated:

- **Address for service** for the purposes of carrying out the Law Society's functions under the *Legal Profession Uniform Law (NSW)*; and
- **Preferred postal address** for the purposes of carrying out the Law Society's functions under the *Legal Profession Uniform Law (NSW)*, and for regulatory communications to be received.


PRACTISING CERTIFICATE RENEWAL

Diana Citizen
LawID L5004188


Cancel Application

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Contact Us

Address Details

Please select your address for service for the purposes of carrying out our functions under the Uniform Law ?

☒ Residential Address - 100 SAMPLE STREET, SYDNEY, NEW SOUTH WALES 2000

☐ Principal Place of Practice - 200 SAMPLE STREET, BYRON BAY, NEW SOUTH WALES 2481

☐ Other - 300 SAMPLE STREET, SYDNEY, NEW SOUTH WALES 2000

Edit Revert details

Please select your preferred postal address for the purposes of carrying out our functions under the Uniform Law and for regulatory communications from the Law Society

☐ Residential Address - 100 SAMPLE STREET, SYDNEY, NEW SOUTH WALES 2000

☒ Principal Place of Practice - 200 SAMPLE STREET, BYRON BAY, NEW SOUTH WALES 2481

☐ Other - PO BOX 1 SYDNEY, NEW SOUTH WALES 2000

Edit Revert details

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9. DECLARATION - FIT AND PROPER PERSON

You must declare your response to the question regarding fitness and propriety.


PRACTISING CERTIFICATE RENEWAL

Diana Citizen
LawID L5004188


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Contact Us

Renewal Details

Fit and proper person 1

Show cause events 2

Continuing professional development 3

Renewal declarations 4

Is there any matter (including a finding, conduct or event) referred to in rule 13(1) of the *Legal Profession Uniform General Rules 2015* (Rules) which is applicable to you and which you have not previously disclosed in writing to the Law Society? (see [rule 13\(1\)](#))

☐ No

☐ Yes (Please complete a statement in accordance with [rule 12](#) of the Rules which addresses all of the matters in [rule 13](#) relevant to you that you have not previously disclosed, including why you are a fit and proper person to hold an Australian practising certificate notwithstanding the matter disclosed).

Proceed

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10. DECLARATION – SHOW CAUSE EVENTS

You must declare your response to the question regarding show cause events.


PRACTISING CERTIFICATE RENEWAL

Diana Citizen
 LawID L5004188


 Cancel Application

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Contact Us

Renewal Details

Fit and proper person 

Show cause events 

Continuing professional development  

Renewal declarations 

Is there any matter referred to in section 87 of the *Legal Profession Uniform Law (NSW)* which is applicable to you and which you have not previously disclosed in writing to the Law Society? (see [section 87](#))

☐ No

☐ Yes (Please complete and submit a **Notice of Show Cause Event** form as indicated in [Note B](#))

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11. DECLARATION – CONTINUING PROFESSIONAL DEVELOPMENT

You must declare your response to whether you have complied with your continuing professional development obligations for the year ending 31 March 2023.


PRACTISING CERTIFICATE RENEWAL

Diana Citizen
 LawID L5004188



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Renewal Details

Fit and proper person 

Show cause events 

Continuing professional development 

Renewal declarations 

Have you complied with the Continuing Professional Development requirements in New South Wales?

☐ Yes

☐ No (If you have not complied with your CPD requirements, you must complete your outstanding CPD requirements in due course or apply for an exemption - see below).

☐ Exempt 

Note: Compliance includes satisfying the compulsory fields indicated [here](#).

Select 'Yes' only if:

- You completed 10 CPD units between 1 April 2022 and 31 March 2023.
- You commenced practice after 1 February 2023, as you are not required to complete any CPD units and have complied with the CPD Rules.

If you commenced practice at any other time throughout the CPD year, please see [here](#) for further information on how many units are required.

If you have not complied with your CPD requirements, please answer 'No' and either complete your outstanding CPD requirements or apply for an exemption below.

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12. DECLARATION – RENEWING YOUR PRACTISING CERTIFICATE

You must declare your response to the questions asked.


PRACTISING CERTIFICATE RENEWAL

Diana Citizen
LawID L5004188


Cancel Application

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Contact Us

Renewal Details

Fit and proper person 

Show cause events 

Continuing professional development 

Renewal declarations 

Declarations for the purpose of applying to renew your practising certificate

- ☒ I declare that the contents of this application are true and correct. I wish to apply for renewal of an Australian practising certificate and have my name continue in the register of local practising certificates in New South Wales.
- 2A.
☒ I declare that I am not aware of any matter (including a finding, conduct or event) referred to in rule 13(1) of the *Legal Profession Uniform General Rules 2015* or any Automatic Show Cause event within the meaning of section 87 which would affect my fitness to hold a practising certificate, other than that which is disclosed above and in respect of which I have provided a statement under rule 12, or which I have previously disclosed. (See [Note E](#))

OR 2B.
☐ I am unable to complete this declaration.
- ☒ I have read the [Personal Information Collection Notice](#) and consent to The Law Society of New South Wales' collection, use and disclosure of information in accordance with that Notice.

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13. EMAIL ADDRESS DISPLAYED PUBLICLY

Review your email address that will be displayed on the publicly available [Register of Solicitors](#).
Once completed select “**Next.**”

**PRACTISING CERTIFICATE RENEWAL**

Diana Citizen
LawID L5004188


Cancel
Application

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Contact Us

Other Details

Email for publication on Register of Solicitors

 If this field is left blank, no email will be published on the Register of Solicitors

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14. ADDITIONAL DETAILS (OPTIONAL)

These questions are optional.

Main Areas of Practice help understand the key areas you are actively practising in. These details are publicly displayed on Find a Lawyer.

There is also a question whether you are required to hold a practising certificate in your current role. This question also asks about your current role title.


PRACTISING CERTIFICATE RENEWAL

Diana Citizen
LawID L5004188



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Additional Details

Main Areas of Practice (Optional)

☐ Administrative Law
 ☐ Advocacy
 ☐ Banking / Finance
 ☐ Civil Litigation
 ☐ Commercial Litigation
 ☐ Conveyancing / Real Property
 ☐ Corporate / Commercial
 ☐ Corporate Law

(Optional)

Does your current role require you to hold a practising certificate in order to carry out **any** of your responsibilities i.e., so as to provide legal advice/engage in legal practice?

☐ Yes
☐ No

What is your current job title at your principal place of practice?

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15. EMAIL PREFERENCES AND AREAS OF INTEREST (OPTIONAL)

These questions are optional.

Email preferences indicate your current email subscriptions you have with the Law Society. You can amend these. Please see a list of the available subscriptions below.

Areas of Interest allow you to indicate your interest in any area of law. This information will allow us to tailor email content to you based on your nominated areas of interest. These can be beyond your areas of practice.


PRACTISING CERTIFICATE RENEWAL

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[Contact Us](#)

Preferences

Email Preferences (Optional)

Please select one or more email preferences:

- ☐ Monday Briefs
- ☐ Law Society Journal (Print)
- ☐ LSJ Legal Updates
- ☐ LSJ News
- ☐ Ethics and Standards Quarterly
- ☐ Debrief (early career lawyers)
- ☐ Events and Conferences
- ☐ LawSociety CDR

Areas of Interest (Optional)

Please select the areas of law you are interested in:

- ☐ In-House Law
- ☐ Administrative Law
- ☐ Advocacy
- ☐ Banking / Finance
- ☐ Business Law
- ☐ Children's Law
- ☐ Civil Litigation
- ☐ Commercial Law

i Communications from the selected committees will be sent to your preferred email address.

i This information will help us provide you with the most relevant content of interest to you.

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Email subscriptions available

Monday Briefs

Your weekly professional e-newsletter with breaking news, legal updates, court notices, practice notes, events and more.

Law Society Journal (Print)

Our quarterly flagship magazine, the journal is delivered to your desk four times a year and covers legal news, trends, features, essays and more.

LSJ Legal Updates

Essential reading for every lawyer, this monthly e-newsletter covers recent cases, law reform, and case notes from a range of courts.

LSJ News

Your weekly round-up of news within the legal industry.

Ethics and Standards Quarterly

An essential publication for all solicitors covering professional standards, ethics, disciplinary cases, emerging trends and more.

Debrief (early career lawyers)

Content aimed at lawyers within their first five years of practice.

Events and Conferences

Hear about all upcoming events and conferences hosted by the Law Society of NSW.

LawInform CPD

Our weekly update on new CPD courses and seminars – live, online and on-demand.

In the House (in-house corporate update)

The latest news and updates for in-house corporate lawyers, delivered every two months.

Public Record (government solicitor update)

The latest news and updates for government lawyers, delivered every two months.

Regional Law Societies

Hear about news, CPD and events from your Regional Law Society.

Member Benefits for private practitioners

Take advantage of a range of exclusive discounts for members and their practices.

Member Benefits Newsletter

A regular update on exclusive partner offers for members of the Law Society.

Member Benefits: Direct Partner Marketing

Receive direct and exclusive offers from our Member Benefits partners.

Law Society Council Candidate Information

Receive information about those standing for election in the annual Law Society Council elections.

16. PAYMENT

You will be presented with a summary of the payment required for your application to renew your NSW practising certificate.

Select “**Next**” to make payment. The Fidelity Fund fee appears if you are in private practice.


PRACTISING CERTIFICATE RENEWAL

Diana Citizen
LawID L5004188


Cancel Application

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Contact Us

Payment Details

Calculate Payment

Description	Fee (ex.GST)	GST	Amount (inc.GST)
Practising Certificate	\$490.00	\$0.00	\$490.00
Fidelity Fund Contribution ?	\$90.00	\$0.00	\$90.00
Membership ?	\$400.00	\$40.00	\$ 440.00
Invoice Total	\$980.00	\$40.00	\$1,020.00
TOTAL PAYABLE			\$1,020.00

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17. PAYMENT METHOD

Select your preferred payment option as shown below and then select **“Make Payment.”**

The screenshot displays the 'Payment' modal on the Law Society of New South Wales website. The modal is titled 'Payment' and features a 'Payment Method' dropdown menu. Below the dropdown, the 'Total Amount' is displayed as '\$1,020.00'. At the bottom of the modal, there are two buttons: 'Cancel Payment' and 'MAKE PAYMENT'. The 'MAKE PAYMENT' button is highlighted with a red box. The background shows the 'Payment Details' section with a table of charges and a 'Calculate Payment' button.

Description	Amount (inc. GST)
Practising Certificate	\$490.00
Fidelity Fund Contribution	\$90.00
Membership	\$440.00
Invoice Total	\$1,020.00
TOTAL PAYABLE	\$1,020.00

18. CONFIRMATION

You have now successfully submitted your application to renew your practising certificate.

Selecting “**Next**” will take you to the Law Society’s survey.


PRACTISING CERTIFICATE RENEWAL

Diana Citizen
LawID L5004188

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Confirmation

Your application was successfully received

Thank you for submitting your online application, you will receive a confirmation email in your inbox shortly

Your renewal application will now be assessed. Once assessment is complete, your practising certificate will issue in due course. A hard copy will issue by post unless you opted to not receive a hard copy in your online renewal. A digital copy of your practising certificate will be available for download in the renewal portal once your renewal has issued.

A 2023/24 Solicitor ID card will issue by post in due course once your renewal has finalised

If you have any questions regarding your application please [contact us](#)

You will now be taken to the Practising Certificate Survey which collects demographic data about solicitors in NSW. It takes approximately 4 minutes to complete. If you do not wish to complete the Survey, please close the window when it opens. All information collected is anonymous and confidential. The Survey is being administered by an independent research agency (Urbis)

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The Law Society's Survey

To begin the survey please select “**Next.**”



THE LAW SOCIETY
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180
Celebrating 180 Years

Progress 3%

How do I complete this survey?

To view the questions...

Please ensure you are running the latest version of your browser. To easily update, or if you are unsure how to do this, please click [here](#).

To answer a question...

Most questions have round buttons to click or checkboxes to tick. Mark your selection with a black dot or a tick to answer the questions. Sometimes you may need to type your answers in the spaces provided.

To change an answer...

For questions with a single choice, click on a different button. For questions with multiple choices, click again on your original answer to clear the box and make a new choice.

To go to the next question...

Once you have completed all the questions on the page you will need to click the 'Next' button at the bottom of the screen. Sometimes you will need to scroll down the page to see the 'Next' button.

To submit all your answers...

In order for your answers to be sent, you must click the 'Submit' button at the end of the survey.

Privacy Statement... You can read the McNair yellowSquares privacy statement [here](#).

To begin the survey, please click 'Next'.

Next



DOWNLOAD YOUR DIGITAL PRACTISING CERTIFICATE

1. LOGIN

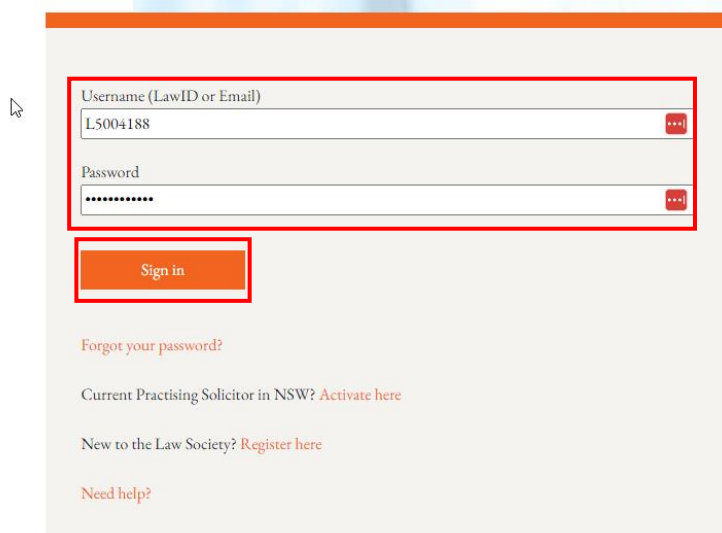
Go to <https://connect.lawsociety.com.au>

You will be required to Login via LawID.

Enter your Username (LawID or email) and Password then select the **'Sign in'** button



SIGN IN

A screenshot of the LawID 'SIGN IN' page. The page has a light grey background. At the top, the 'LawID' logo is on the left and a background image of hands holding a smartphone is on the right. The 'SIGN IN' heading is in bold black text. Below it is a white login form with an orange border. The form contains two input fields: 'Username (LawID or Email)' with the text 'L5004188' and a red eye icon; and 'Password' with masked characters and a red eye icon. Below the fields is an orange 'Sign in' button. Under the button are four links: 'Forgot your password?', 'Current Practising Solicitor in NSW? [Activate here](#)', 'New to the Law Society? [Register here](#)', and 'Need help?'.

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THE LAW SOCIETY
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2. MY LAW SOCIETY

On your **My Law Society** page you will see a digital copy of your current practising certificate (expiring 30 June 2023). To download a copy, select “**Download Certificate**” as shown below.

Your renewed practising certificate, once assessed and issued, will appear here too.

MY LAW SOCIETY

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