

SRA-regulated firm letter request form



This form is to apply for either:

- a letter of regulatory standing or
- a letter of regulatory standing and a letter of reciprocity (to support establishing an overseas office in a jurisdiction where the SRA approves it's legal profession for [registered foreign lawyer](#) status).

This form can only be completed by the firms' authorised signatory or organisation contact.

Once completed, please email it to 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. Please add 'Firm letter request' to the email subject line.

If you are requesting a letter for more than one firm or branches of the firm, you will need to complete a separate form for each one.

Which letter(s) are you applying for?

☐ a letter of regulatory standing

☐ a letter of regulatory standing and a letter of reciprocity

Title: _____ Name: _____ SRA number: _____

Section 1 - Your details

☐ You are the authorised signatory

☐ You are the organisation contact

Telephone number: _____

Email address: _____

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

Firm SRA number: _____

Firm name: _____

Section 2 - Firm details

Firm SRA number: _____

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 out hard copy letters. You can download your letters from mySRA in 'My profile' and then 'Applications and documents'.