

Request for recorded information

held by The Solicitors Regulation Authority under the Transparency Code

The SRA has adopted its own voluntary Transparency Code based on the principles of the Freedom of Information Act 2000.

Details of applicant:

Title: Forename(s):

Surname:

Organisation (if applicable):

Address:

Postcode:

Email address:

Date:

Details of the request:

Please supply as much information as possible to help us locate the information you require (please add additional sheets if necessary).

Purpose of the request:

This information is optional but may help when processing your request.

How would you like the information to be supplied?

Charges may apply for providing information in some formats. If applicable, we will inform you of any charges prior to processing your request.

The Solicitors Regulation Authority will hold this information in accordance with the Data Protection legislation and will only use it for the purpose of processing this request.

Please send your completed form to

SRA Information Compliance
Solicitors Regulation Authority
The Cube
199 Wharfside Street
Birmingham
B1 1RN

Or via email to SRAInformationCompliance@sra.org.uk

Whilst we must respond to your request for information within 20 working days, please note that this time period does not start until we have received your request for information and any clarification required in order to start processing your request.

Subject Access Request

If you are requesting **personal information** we may hold about you, please refer to our [privacy notice](#).