

Renewing your practising certificate for the 2020-21 year

The practising certificate renewal period commences on 30 March and will close on 30 June 2020. Renewals lodged from 1 July 2020 will attract a surcharge.

INFORMATION FOR LAWYERS

Renew a practising certificate online

Apply online at www.lsb.vic.gov.au by clicking on the blue 'LSB Online' button and following the prompts. You will need your practitioner number, which can be found on last year's certificate, or on the renewal reminder email we sent you on 30 March.

Remember, you must complete, sign and submit the form in LSB Online yourself. You can't outsource this to anyone else.

What happens if I don't renew on time?

Your practising certificate will lapse if you don't get your application in before 30 June. If you conduct legal work while your certificate is lapsed you are practising while 'unqualified' and can face serious consequences, including having to pay back fees received from clients earned while your certificate was lapsed.

If your application is received after 30 June you will need to apply for a *new certificate* before you can engage in legal practice.

Continuing professional development (CPD)

Ensure you have complied with the CPD rules for the year ending 31 March. If you don't meet your CPD obligations, your application may not be approved. [See the CPD page of our website](#) for details.

Supervised legal practice

If you are currently subject to a supervised legal practice condition and have completed the requisite period, you will need to apply to have this condition removed from your practising certificate. [Visit our SLP page](#) for more information.

Only just got your certificate?

If you received your first practising certificate within the last 12 months **you still need to renew that practising certificate for 2020-21**. The practising certificate period goes from 1 July to 30 June each year.

Not renewing?

If you don't intend to renew your practising certificate, please complete the '*Not renewing form*' on [LSB Online](#).

Privacy and your information on the public register

We maintain a register of Australian legal practitioners registered in Victoria, which includes name, date of birth, date of admission and address for service for each registered lawyer.

With the exception of date of birth, when requested we make this information available to the public via our website, by telephone and in writing (including via email). Please note: your address for service (your physical street address allowing for personal service of documents) will be publicly accessible on the register. Your address for service cannot be a post office box.

New information asked this year

This year we are collecting information about diversity, areas of practice and workplace culture. These questions are voluntary, and will help to build a better understanding of the profession. You can also opt-into tailored communications relevant to your area of practice. We will continue to send critical information to all registered lawyers.

Disclosures

Each year you are asked to [disclose any matters](#) that will allow us to be satisfied that you are a fit and proper person to hold a practising certificate. You should disclose any matter that relates to serious dishonesty, such as criminal charges, pending criminal proceedings, misconduct, contempt of court, etc. You are not required

to disclose things like parking fines or speeding tickets, unless the circumstances or frequency of the offending indicate a disregard for the law (for example, multiple fines over the course of a few months). Further information can be found in our [Fit and proper person policy](#).

To renew online:

1. [Visit our website](#) and click on the blue 'LSB Online' button.
2. **Enter your username and password**
Your username is your practitioner number, which can be found in the email we sent you with your renewal reminder. You can also find your practitioner number on your current practising certificate. Your practitioner number begins with the letter 'P' and is comprised of **seven numbers**. For example: **P0123456**.
3. **Password**
Enter your LSB Online password. If you've forgotten your password, click on the ['Forgot my password'](#) link.
4. **Renewal steps**
The online form pre-populates some information. *Please check all details carefully – especially your email address - before submitting your form.*
When you're ready to submit your renewal form, simply click the *'Submit Form'* button. Errors will be displayed on the right hand side of the screen.
5. **Payment**
Payment can be made by BPAY® or credit card. If paying by BPAY®, simply print the invoice on the payment screen and log in to your financial institution to make a payment using the details listed on the invoice. If you wish to pay by credit card, you will be asked to enter your credit card details on the payment screen. A receipt will be emailed to you when your payment has been processed.

6. My employer will pay

If you elect to have your employer pay, they will need to log in to their Legal Entity account in LSB Online and pay your fees. **Please check with your employer first before choosing this option.**

If your employer is paying, please select 'My employer will pay' on the 'Payment' tab. Your employer's payment records will then be updated to indicate that you have submitted your renewal form.

We do **not** issue your employer with an invoice for your renewal fees. Your employer must log in to LSB Online to pay. If they don't want to pay via LSB Online, they can contact us to discuss payment options. Your practising certificate will not be issued until your employer has paid for your fees.

7. Confirmation email

We will send you a confirmation email after you submit your renewal form. Failure to submit your form by **30 June 2020** will attract a surcharge.

Your practising certificate can be downloaded after we have confirmed your application has been completed. It is vital you check that your email address is current in your renewal application to ensure you receive your practising certificate.

QUERIES

Solicitors needing help applying to renew

Please [contact us via our website](#).

Barristers needing help applying to renew

Please contact the Bar office:

Email: pcrenewals@vicbar.com.au

Tel: 03 9225 7111