

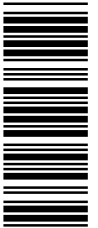


Office of the Public Guardian

Your LPA: next steps

Thank you for making a lasting power of attorney for

Your reference number is



The LPA that follows this cover sheet is for review only. You must not send it to the Office of the Public Guardian (OPG) just yet.

You can print and sign the document at this point but we recommend you complete the next stage – applying to register your LPA – now. It's better to register your LPA as soon as possible because:

- you can complete the LPA process in one go
- if there are errors, your LPA may be invalid – and you can fix the errors only while you have mental capacity

Important: whether you complete the registration section now or later, **DON'T SEND** the LPA to OPG without completing it, including paying the application fee. OPG can't register the LPA – and your attorneys can't use it – until you have completed the registration section.

Complete the registration section

To register the LPA, follow the link in the email we sent you when you finished this stage of the LPA digital service or simply continue with the next stage of the service if you're still logged in. If you're still logged in, click on the “**Register the LPA now**” button.

If you have been logged out, you can sign in to your account again at www.lastingpowerofattorney.service.gov.uk/home. Once you've logged in, click the “**Continue**” button next to your LPA and then, on the next screen, click the “**Register the LPA now**” button.

If you don't have access to the online account where you created this LPA, you can call the OPG contact centre on 0300 456 0300.

Print and sign your LPA now

If you do want to print and sign your LPA without completing the registration stage now, the document is made for 2-sided printing. If you print single sided:

- there will be blank pages between the main LPA document and any continuation sheets
- this cover sheet will print on 3 pages



Your printed LPA document will look different from the digital service but all the information you entered online is included.

Do not make any changes to the printed documents. If you want to make changes, you must go back to the digital service, edit the LPA there and print the documents again.

Signing in the right order

Before anyone signs the LPA, they **must** read section 8 ('Your legal rights and responsibilities').

The donor, the donor's witness, the certificate provider, the attorney(s) and their witness(es), any replacement attorney(s) and their witness(es) **must** sign the LPA in the correct order.

If you sign in the wrong order:

- you must print the LPA again
- everyone must sign it again

Donor signs first

Donor must read and sign in these stages:

- read section 8 of the LPA document
- sign and date any continuation sheets 1 or 2
- if this an LPA for health and welfare, read, sign and date section 5 on life-sustaining treatment
- read, sign and date section 9 of the LPA document
- donor's witness signs section 5 (if this is a health and welfare LPA) and section 9 and gives their full name and address

Certificate provider signs second

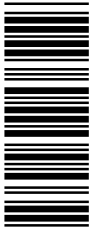
Certificate provider must read and sign in these stages:

- read section 8 of the LPA document
- read, sign and date section 10 of the LPA document

Attorney(s) and replacement attorney(s) sign third

Each attorney and replacement attorney must read and sign in these stages:

- read section 8 of the LPA document
- read, sign and date section 11 of the LPA document (there will be a separate page for each attorney and each replacement attorney)
- witness(es) sign and give their full name(s) and address(es)
- attorneys and replacement attorneys can sign in any order, as long as they all sign after the donor and certificate provider



Who can be a witness

Each witness must sign the LPA document. They must be 18 or over.

You can have one or several witnesses, but:

- an attorney or replacement attorney **must not** witness the donor's signature
- the donor **must not** witness the attorneys' and replacement attorneys' signatures
- attorneys and replacement attorneys **can** witness each other's signatures
- the certificate provider and any people to notify **can** be witnesses

Remember: Once everyone's signed the LPA, you still need to register it. Don't send the LPA to OPG without completing the registration section. Follow the registration instructions above.

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