

Register the LPA

You're ready to apply to register the LPA. Your reference number is

You now need to print and sign the LPA and send it, along with any other documents required, to the Office of the Public Guardian.

You **must** send:

- **all** the pages of the LPA document (sections 1-15), plus any continuation sheets. The document **must** be signed in the right places and in the right order. Signing instructions follow on this cover sheet

If applying for a **fee reduction**, you must also send:

- application for exemption or remission form (LPA120). The person applying must sign form LPA120
- supporting evidence. Make sure that you've read the guidance on what supporting evidence is accepted, as mistakes will delay registration

If **paying by cheque**, you must also send:

- cheque for £110 or reduced fee, made payable to 'Office of the Public Guardian'. Write the donor's name on the back of the cheque

Send everything to:

Office of the Public Guardian
PO Box 16185
Birmingham B2 2WH

Print your LPA documents

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.

The documents are made for 2-sided printing. If you print single-sided, there will be blank pages between the main LPA document and any continuation sheets.

Sign the documents 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

Everyone can sign the document on the same day. You can also sign the document on different days, so long as you sign in the right order:

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
- read, sign and date section 9 of the LPA document
- donor's witness signs 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

Sign section 15

Finally, the person applying to register the LPA **must sign section 15**. If attorneys acting jointly are registering the LPA, they must all sign.

What happens after the LPA has been sent?

The Office of the Public Guardian (OPG) checks the LPA.

If an attorney or attorneys are applying, we notify the donor and any other attorneys of the application. If the donor is applying, we notify the attorneys.

It will be 8-10 weeks before the person named as the contact for the LPA gets the registered LPA. This includes a 3-week wait for any objections. The law requires this 3-week wait to protect the donor.

If there are problems or mistakes in the LPA, OPG will get in touch with the contact person to sort them out.

If there are no objections and no problems, OPG will register the LPA. OPG will stamp the original LPA form and post it back. This is the valid LPA document and is ready to use if needed.

Any questions?

If you need to know more, call our contact centre on 0300 456 0300.