

## **Your LPA: next steps**

Thank you for making a lasting power of attorney for

Your reference number is

Your LPA document follows this cover sheet. You can print and sign the document at this point but we recommend you complete the next stage – applying to register your LPA – now. Then you can pay the registration fee, print and sign all the documents in one go and send everything to the Office of the Public Guardian (OPG).

It's also better to register your LPA as soon as possible because:

- if there are errors, you may have to make all or part of your LPA again – you can only do this while you have mental capacity
- if your attorneys apply to register your LPA after you've lost mental capacity, they won't be able to correct any errors and your LPA might not work

Your attorneys can only use your LPA to help you after OPG has registered it, stamped it and returned it.

## **Register now**

To register the LPA:

- follow the link in the email we sent you when you finished this LPA online or simply continue with the next stage of the LPA digital service. If you have been logged out, you can sign in to your account again at [www.lastingpowerofattorney.service.gov.uk/home](http://www.lastingpowerofattorney.service.gov.uk/home)

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.

Whether you register now or later, don't send the LPA document to OPG without completing the registration process. An unregistered LPA is invalid.

## **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
- 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