



# Signing and registering your property and finance LPA

Your LPA follows this cover sheet. It will look different from the digital service but it includes all the information you entered online.

**Your LPA isn't legally valid yet and your attorneys can't use it.** To make it valid, you need to sign and register it with OPG. What you need to do:

## ○ Print and read the LPA

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

**Everyone must read section 8 before signing.**

**Don't staple or bind your LPA. Send it to us as loose pages.**

## ○ Sign the LPA in the right order

The LPA **must** be signed in the right order - if not, OPG cannot register the LPA and you may have to pay the application fee again.

Log into your online LPA account to check your signing dates and reprint if you've made a mistake.

## ○ How to sign and date your LPA:

Everyone can sign on the same day or different days, as long as people sign in the right order. Witnesses must give their full name and address.

1

**Donor** signs and dates **section 9**, and any continuation sheets, followed by the **donor's witness**

2

**Certificate provider** signs and dates **section 10**

3

**Attorneys** and any **replacement attorneys** sign and date **section 11**, followed by their **witnesses**

4

**The applicant** signs and dates **section 15**. Don't forget to send the notification letters if you have 'people to notify'

## ○ Who can be a witness in the LPA?

- anyone aged 18 or over, apart from donor, can be a witness in an LPA
- the certificate provider and any ‘people to notify’ can be witnesses
- attorneys or replacement attorneys can witness each other’s signature but not the donor’s

## ○ Post the LPA to OPG

You **must** send:

- **all** the pages of the LPA document (section 1-15)
- any continuation sheets you’ve used

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

- your signed, completed application for exemption or remission (LPA120); if you applied for a fee reduction, there'll be a link to download the form where you downloaded this document
- supporting evidence; make sure you read the guidance on the LPA120 about acceptable evidence or it may delay registration

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

- cheque for £82 or the reduced fee amount, made payable to ‘Office of the Public Guardian’; write the donor’s name on the back of the cheque

If you’ve **paid online**, OPG must receive the LPA within 40 days or your payment will be refunded.

Send everything to: **Office of the Public Guardian**  
**PO Box 16185**  
**Birmingham B2 2WH**

## ○ What happens once OPG receives the LPA?

We’ll write to the correspondent named in the LPA to say we’ve received it. We’ll also tell the donor and attorney(s) that the LPA is going to be registered.

The law requires a 4-week wait. If there are no objections, the correspondent will receive the registered LPA 8-10 weeks after OPG receives it. The LPA will then be valid and ready for use when needed.