

Renew your practising certificate for 2021-22

From: Victorian Legal Services Board and Commissioner <news@lsbc.vic.gov.au>

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To: <peter@lawyersrealestate.com.au>

Subject: Renew your practising certificate for 2021-22

Associations: LEGAL SERVICES BOARD + COMMISSIONER [1808]



Renew your practising certificate for 2021-22

Dear Peter Mericka

Your current practising certificate will expire on **30 June 2021**. If you intend to practice beyond this date, you will need to apply to renew your certificate.

Your username is your practitioner number: P0005559

How to renew

1. Visit lsbc.vic.gov.au and log-in to LSB Online
2. Select 'Practising certificates' then 'Practising certificate renewal'
3. Check your contact details and confirm they are correct
4. Complete your application and pay your application fee and fidelity fund contribution (if required) to VLSB+C.
Click submit
5. Pay your professional indemnity insurance (if required)
6. Your application will remain 'Pending' until you have completed steps 4-5 and we have assessed it
7. You will receive an email once your application is processed. It may take us several weeks from the time you finalise your application until we process this. Once approved, you can then download your certificate from LSB Online

Remember, you must complete and submit the form in LSB Online yourself. You should not ask someone else to do this for you.

For more details visit [our LSB Online resources](#). We have developed a range of 'How to' guides and videos to help you with the renewal process. You can also see answers to frequently asked questions here.

Troubleshooting LSB Online

- If you have forgotten your password you can reset this on the [LSB Online log-in screen](#). You will be sent a link to re-set your password. Using this link is much quicker and simpler than emailing us about re-setting your password.
- If you are unable to re-set your password because you have changed employment and have a new email address, please contact us via the [lawyer enquiry form](#).

Fidelity fund deferral and discount from 2020

Last year lawyers were able to defer their fidelity fund contribution, or could be eligible for a 5% discount this year if they made early payment. These changes have been automatically applied via LSB Online. You can read more about this at the [practising certificate renewal FAQs](#).

Information on the public register of lawyers

We are again collecting voluntary information about diversity within the profession and the areas of law that you practice. You don't need to answer these questions but they provide valuable information about the legal sector. If you would like to have this information included on the register of Victorian lawyers you can click 'yes' in the consent questions.

Disclosures

Each year you are asked to disclose any new matters relevant to whether you are a fit and proper person to hold a practising certificate. Examples of matters that need to be disclosed include criminal convictions and charges (including tax offences), pending criminal proceedings and bankruptcy-related events. You only need to disclose the receipt of parking fines, speeding tickets or public transport fines where the frequency of offences or failure to pay penalties indicates dishonesty, disregard for the law or a risk to consumers or the community more broadly. Further information can be found in our ['Fit and proper person'](#) policy. If you have already disclosed a matter to us you don't need to do this again with your renewal.

Not renewing?

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

Need help?

If you need help renewing, please view our resources on the [LSB Online Resources page](#).

Yours sincerely

Fiona McLeay
Commissioner + Board CEO

Practising certificate renewals

Visit our new LSB Online Resources to find out answers to frequently asked questions and view step-by-step user guides to help you renew





[LSBC Online Renewing a Practising Certificate](#)

Victorian Legal Services Board + Commissioner

Level 5, 555 Bourke Street, Melbourne 3000

Telephone: (03) 9679 8001

Website: www.lsbc.vic.gov.au

[Submit an enquiry](#)

**Please do not respond to this email with queries about your PC renewal.
Use the lawyer enquiry form above, as this email address will not be responded to.**

You have received this email as a registered lawyer with the Victorian Legal Services Board and Commissioner. Please note that as the regulator, we will continue to send critical information to all registered lawyers – you are not able to opt-out of communications relating to regulation of the profession. You can view our [privacy policy on our website](#).

This email was sent by Victorian Legal Services Board and Commissioner, Victorian Legal Services Board and Commissioner, 5/555 Bourke Street, Melbourne, Victoria 3000, Australia to peter@lawyersrealestate.com.au

