

August 2021

REFERENCE CHECK PROCEDURES FOR ADMISSION AS AN ADVOCATE

1. Your application for admission / enrolment as an advocate refers.
2. In order to furnish the Court with meaningful comments on your application, the Cape Bar Council ("CBC") must verify certain information contained therein. To this end, a (1) **LexisNexis Reference Check** and (2) **SAPS Fingerprint/Name Clearance** have to be done to verify your identity and perform credit and criminal checks.
3. Both the **original LexisNexis Reference Check consent form** and **SAPS Fingerprint/Name Clearance Certificate** must be provided to the CBC together with your application for admission when you serve your application on the CBC.
4. **LEXISNEXIS REFERENCE CHECK**

The attached **LexisNexis consent form** must be completed.
5. **SAPS FINGERPRINT/NAME CLEARANCE CERTIFICATE**
 - 5.1. We also require that you submit a **LCRC Fingerprint/Name Clearance certificate** as verification of your criminal record status. In order to obtain same, you are required to:
 - 5.1.1. attend at your local police station to complete a 91A form and to have your fingerprints taken;
 - 5.1.2. pay the required amount to the SAPS for the performance of the criminal record check and the issuing of the clearance certificate;
 - 5.1.3. collect the original certificate from the SAPS as soon as possible (please check with them how long it will take and follow up regularly).
 - 5.2. Please note that you must apply for a fingerprint clearance (also known as a name clearance) **not** police clearance, as this takes a few months.
6. Without being able to verify the information contained in your application, the CBC will not be able to comment on your application and will advise the Registrar of the Western Cape High Court accordingly.

ADMISSION & MEMBERSHIP COMMITTEE Cape Bar Council