

RPA News

News update for all practitioners from the Victorian Legal Services Board + Commissioner

No. 17

Issued March 2015

Renewing your practising certificate for the 2015-16 year

The practising certificate renewals cycle for 2015-16 has commenced. You can renew your practising certificate before Thursday **30 April 2015** without having to pay a surcharge.

All renewals will be processed online this year

The Legal Services Board's [LSB Online](#) service now processes all practising certificate renewal applications, as well as applications for the granting of new practising certificates. This means the hard copy renewal form is no longer available for use.

The Board has sent all current practising certificate holders a letter explaining the renewal process. Your letter included your Board-issued *Practitioner Number*. To renew your practising certificate online, please use your Practitioner Number as your LSB Online user name.

First time LSB Online users

If you have not used LSB Online previously, please create or use a unique email address that is personal to you to register an account (i.e. not a generic email address for your firm such as 'info@...' or 'reception@...' that may be shared by others).

Should you need help with using LSB Online, please contact the Board's LSB Online Service (03 9679 8111 or email online@lsbc.vic.gov.au), where staff will be able to assist you with your renewal.

Surcharge payable after 30 April

The deadline for renewing your practising certificate without incurring a surcharge is **30 April 2014**. A surcharge will be added to the cost of all renewals lodged after 30 April. Renewals lodged between 1 to 31 May will attract a **25% surcharge**, while renewals lodged between 1 to 30 June will attract a **50% surcharge**.

If you let your current practising certificate expire at 30 June without submitting a renewal application, you will need to apply for the grant of a *new* practising certificate through LSB Online before you can engage in legal practice. Applications made between July and September will generally attract a **200% surcharge**, unless exempted.

[Log in to renew your practising certificate at LSB Online today.](#)

Further information on renewing your practising certificate can be found in the Fact sheet: [Renewing your practising certificate for the 2015-16 year.](#)

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Contact Us

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