

Your guide to signing, registering and using your Lasting Power of Attorney

Now you've completed your application, it's time to finish the process. This guide will walk you through signing, registering and using your Lasting Power of Attorney documents.

Contents

Part 1: Signing your Lasting Power of Attorney

pages 1-6

Part 2: How to register your Lasting Power of Attorney

pages 7-8

Part 3: Your guide to using a Lasting Power of Attorney

pages 9-11

Part 1: Signing Your Lasting Power of Attorney

1. Print Your Lasting Power of Attorney Forms

Print all the forms from your account area.

2. Choose Your Witnesses Carefully

For your Lasting Power of Attorney to be valid, the Donor (that's you), the Attorneys', and any Replacement Attorneys need to sign the documents in front of a witness. The witness must then sign, too. There are some rules about who can be a witness:

- They must be at least 18 years old.
- They can't be an Attorney or Replacement Attorney, and if you're an Attorney, the Donor can't be your witness.

Pro Tip:

Most donor's ask their certificate provider to be the witness. It just keeps things simple that way.

3. Donor signs the Lasting Power of Attorney with a Witness

Here's what you need to do as the donor:

- Sign section 9 under 'Donor' (page 10 of the LP1F and LP1H forms).
- Your witness needs to sign alongside you, including section 5 for LP1H form only and section 9 of both documents.
- The LPA must be signed in a specific sequence: first by the donor, then the certificate provider and finally the attorneys. Signing out of order can make the document invalid, so take care to follow the steps exactly as outlined.

Section 9

Signature: donor

By signing on this page I confirm all of the following:

- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I appoint and give my attorneys authority to make decisions about my property and financial affairs, including when I cannot act for myself because I lack mental capacity, subject to the terms of this LPA and to the provisions of the Mental Capacity Act 2005
- I have either appointed people to notify (in section 6) or I have chosen not to notify anyone when the LPA is registered
- I agree to the information I've provided being used by the Office of the Public Guardian in carrying out its duties

Helpline
0300 456 0300



Be careful

Sign this page (and any continuation sheets) before anyone signs sections 10 and 11.

Donor

Signed (or marked) by the person giving this lasting power of attorney and delivered as a deed.

Signature or mark

→

Date signed or marked

Day Month Year

If you have used Continuation sheets 1 or 2 you must sign and date each continuation sheet at the same time as you sign this page.

If you can't sign this LPA you can make a mark instead. If you can't sign or make a mark you can instruct someone else to sign for you, using Continuation sheet 3.

Witness

The witness must not be an attorney or replacement attorney appointed under this LPA, and must be aged 18 or over.

Signature or mark

←

Full name of witness

Address

Postcode

Sign here

Sign here

Complete here

4. Certificate Provider signs the Lasting Power of Attorney

After you and your witness sign, the Certificate Provider steps in. Their role is to ensure you understand what you're signing and that no one's pressuring you into it. Once they're happy, they should read sections 8 & 10 of the LP1F and LP1H forms, then sign section 10 of both.

Section 10
Signature: certificate provider

1 Only sign this section after the donor has signed section 9

The 'certificate provider' signs to confirm they've discussed the lasting power of attorney (LPA) with the donor, that the donor understands what they're doing and that nobody is forcing them to do it. The 'certificate provider' should be either:

- someone who has known the donor personally for at least 2 years, such as a friend, neighbour, colleague or former colleague
- someone with relevant professional skills, such as the donor's GP, a healthcare professional or a solicitor

A certificate provider **can't** be one of the attorneys.

Certificate provider's statement

I certify that, as far as I'm aware, at the time of signing section 9:

- the donor understood the purpose of this LPA and the scope of the authority conferred under it
- no fraud or undue pressure is being used to induce the donor to create this LPA
- there is nothing else which would prevent this LPA from being created by the completion of this instrument

By signing this section I confirm that:

- I am aged 18 or over
- I have read this LPA, including section 8 'Your legal rights and responsibilities'
- there is no restriction on my acting as a certificate provider
- the donor has chosen me as someone who has known them personally for at least 2 years **OR**
- the donor has chosen me as a person with relevant professional skills and expertise

Restrictions – the certificate provider must not be:

- an attorney or replacement attorney named in this LPA or any other LPA or enduring power of attorney for the donor
- a member of the donor's family or of one of the attorneys' families, including husbands, wives, civil partners, in-laws and step-relatives
- an unmarried partner, boyfriend or girlfriend of either the donor or one of the attorneys (whether or not they live at the same address)
- the donor's or an attorney's business partner
- the donor's or an attorney's employee
- an owner, manager, director or employee of a care home where the donor lives

Helpline
0300 456 0300



 **Help?**
For help with this section, see the Guide, part A10.

Certificate provider

Title	First names	
Last name		
Address		
Postcode		
Signature or mark		
Date signed or marked		
Day	Month	Year

Complete here

Sign here

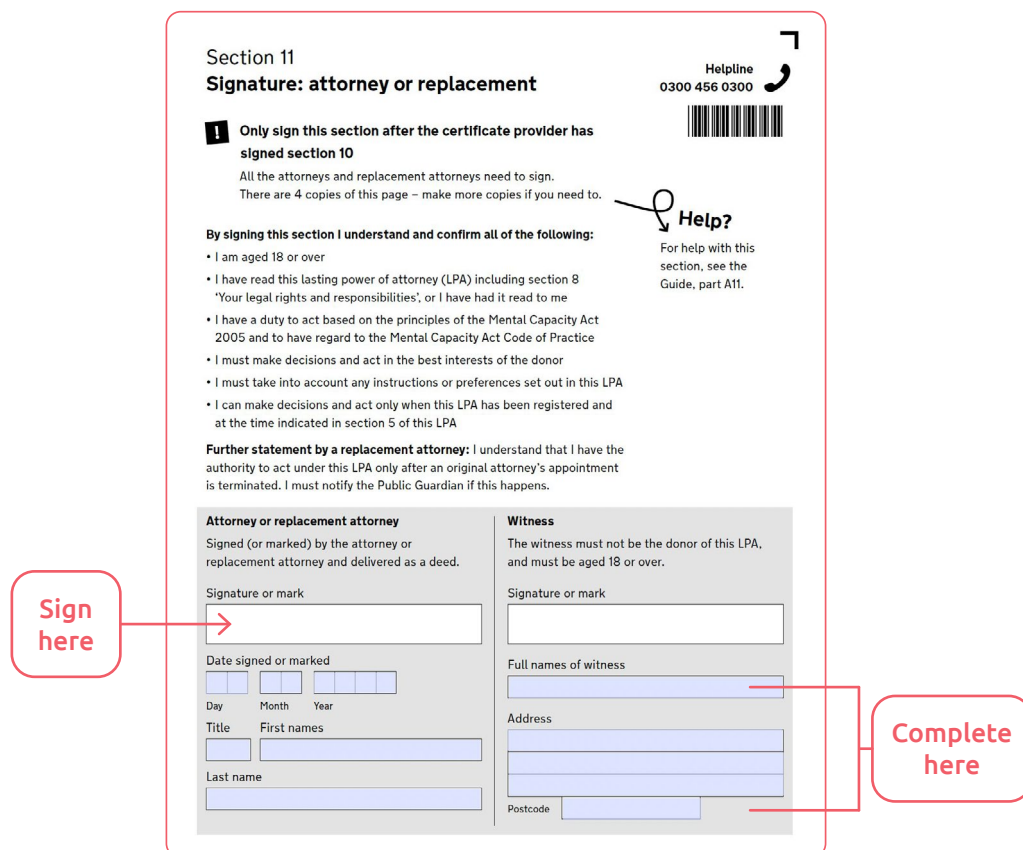
Reminder

The LPA must be signed in a specific sequence: first by the donor, then the certificate provider and finally the attorneys. Signing out of order can make the document invalid, so take care to follow the steps exactly as outlined.

5. Attorneys' and Replacement Attorneys' sign with a Witness

The next step is for your Attorneys' and any Replacements to sign. They'll need to:

- Sign section 11 under 'Attorney or Replacement Attorney' (pages 12-15). Each Attorney has their own page. When posting your LPA for registration, include every page of the document, even any that are unused or left blank. Removing pages can delay or invalidate the application when it's checked by the Office of the Public Guardian (OPG).
- Their witness must also complete section 11, signing next to each Attorney's signature.



Section 11
Signature: attorney or replacement

Helpline
0300 456 0300

1 Only sign this section after the certificate provider has signed section 10
All the attorneys and replacement attorneys need to sign.
There are 4 copies of this page – make more copies if you need to.

By signing this section I understand and confirm all of the following:

- I am aged 18 or over
- I have read this lasting power of attorney (LPA) including section 8 'Your legal rights and responsibilities', or I have had it read to me
- I have a duty to act based on the principles of the Mental Capacity Act 2005 and to have regard to the Mental Capacity Act Code of Practice
- I must make decisions and act in the best interests of the donor
- I must take into account any instructions or preferences set out in this LPA
- I can make decisions and act only when this LPA has been registered and at the time indicated in section 5 of this LPA

Further statement by a replacement attorney: I understand that I have the authority to act under this LPA only after an original attorney's appointment is terminated. I must notify the Public Guardian if this happens.

Attorney or replacement attorney
Signed (or marked) by the attorney or replacement attorney and delivered as a deed.

Signature or mark
Date signed or marked
Day Month Year
Title First names
Last name

Witness
The witness must not be the donor of this LPA, and must be aged 18 or over.

Signature or mark
Full names of witness
Address
Postcode

Sign here

Complete here

Reminder

The LPA must be signed in a specific sequence: first by the donor, then the certificate provider and finally the attorneys. Signing out of order can make the document invalid, so take care to follow the steps exactly as outlined.

6. 'People to Notify'

If you've listed any 'People to Notify' on your Lasting Power of Attorney, you need to let them know before sending your documents to the Office of the Public Guardian. Use the LP3 form we provide for this purpose. If they have no objections, they don't need to do anything. If they have concerns, they've got three weeks to object through the Office of the Public Guardian.

**Office of the
Public Guardian**

[Click here to reset form](#)[Click here to print form](#)

**Form
LP3**

Form to notify people

You only need to fill in this form if there are 'people to notify' (also called 'people to be told' or 'named people') listed in the lasting power of attorney.

How to complete this form

PLEASE WRITE IN CAPITAL LETTERS USING A BLACK PEN

☒ Mark your choice with an X

☐ If you make a mistake, fill in the box and then mark the correct choice with an X

7. Final sign-Off

In Section 14, enter your card details for payment. If you're paying by cheque, make it payable to 'Office of the Public Guardian' and write the donor's name on the back.

Then, in Section 15, sign to confirm the registration. Only the person you've chosen to register the Lasting Power of Attorney should complete this section.

Register your lasting power of attorney

Helpline 0300 456 0300



Section 12 The applicant

You can only apply to register if you are either the donor or attorney(s) for this LPA. The donor and attorney(s) should not apply together.

Who is applying to register the LPA? (tick one only)

☐ **Donor** – the donor needs to sign section 15

☐ **Attorney(s)** – If the attorneys were appointed jointly (in section 3) then they **all** need to sign section 15. Otherwise, only one of the attorneys needs to sign

Help?
For help with this section, see the Guide, part B2.

Write the name and date of birth for each attorney that is applying to register the LPA. Don't include any attorneys who are not applying.

Title	First names	Last name	Date of birth

Section 13 Who do you want to receive the LPA?

Helpline 0300 456 0300



We need to know who to send the LPA to once it is registered. We might also need to contact someone with questions about the application.

We already have the addresses of the donor and attorneys, so you don't have to repeat any of those here, unless they have changed.

Who would you like to receive the LPA and any correspondence?

☐ **The donor**

☐ **An attorney** (write name below)

☐ **Other** (write name and address below)

Title First names

Last name

Company (optional)

Address

Postcode

How would the person above prefer to be contacted?

You can choose more than one.

☐ **Post**

☐ **Phone**

☐ **Email**

☐ **Welsh** (we will write to the person in Welsh)

Help?
For help with this section, see the Guide, part B3.

Complete here

Part 2: How to register your Lasting Power of Attorney

Once everything is signed, it's time to send the documents to the Office of the Public Guardian (OPG). Here's how:

- **Mail the original, signed documents to:**
Office of the Public Guardian
PO Box 16185
Birmingham
B2 2WH
- If you're paying by **cheque**, include it with your forms.
- If you're paying by **card**, the OPG will call you to take the payment over the phone once they receive your forms.

Office of the Public Guardian Fees Explained

The Office of the Public Guardian charges £82 per Lasting Power of Attorney. If you've got a low income or receive certain benefits, you might qualify for a reduced fee or even a fee waiver. You'll find more details in form LPA120, which you can download or request. If you want to claim a reduced fee, tick the box in section 14 and send the LPA120 form with your documents.

If you are looking for an exemption (when a donor doesn't have to pay because they get certain means-tested benefits) or remission (a 50% fee reduction based on a donor's financial circumstances or a reduction based on the donor receiving Universal Credit) for paying, then you will need to complete the LPA 120 form.

How Long Does It Take?

The current wait time for registration is up to 20 weeks, if there are no mistakes in the application. This isn't a timeline Power of Attorney Online can short cut or influence unfortunately.

What Happens Next?

Once the OPG registers your Lasting Power of Attorney, they'll send the original, stamped document back to you. This is your official, ready-to-use LPA. Keep it somewhere safe.

You can also set up an online account with the government service 'Use a Lasting Power of Attorney' to access a digital summary of your Lasting Power of Attorney, making it easier to show people or organizations when you need to.

Part 3: Your guide to using a Lasting Power of Attorney

Using Your Lasting Power of Attorney

When you or your Attorneys need to use the Lasting Power of Attorney, you'll need to show one of the following:

- The **original** stamped document (the one you get back from the Office of the Public Guardian)
- A **certified copy** of the original (you can get these certified by a solicitor or notary)
- The **online summary** available through the government's 'Use a Lasting Power of Attorney' service

Setting Up the Online Account

If you want to make things easier for yourself and your attorneys, you can set up an online account with the government's service to manage and share your Lasting Power of Attorney digitally. Here's how:

1. Create an Account

Go to **<https://www.gov.uk/use-lasting-power-of-attorney>** and sign up for an account. You'll need to have your Lasting Power of Attorney reference number handy. You can find this on the front page of your LPA form or in any confirmation letter or email you've received from the Office of the Public Guardian.

2. Add Your Lasting Power of Attorney

Once your account is set up, add your Lasting Power of Attorney using the reference number.

3. Share Access

When you need to, you can give organizations (like your bank or healthcare providers) access to view the Lasting Power of Attorney online. It's a simple way to keep things moving without the need for paper copies every time.

Double-Check and Post

Before you send everything off, use the checklist after section 15 in the LP1F and LP1H forms to make sure you've done everything right. Then, send your forms to the Office of the Public Guardian at the address provided.

Need a Hand?

If you've got any questions about using your LPA, or if something doesn't seem quite right, don't worry, we're here to help.

- **Email:** hello@powerofattorneyonline.co.uk
- If you need help directly from the Office of the Public Guardian, you can call them on **0300 456 0300**.