Final check before you press send

Work through this once the forms and notification steps are complete. If you cannot tick an item, resolve it or explain the issue through the correct court process.

☐ This is a financial deputyship application within the scope of the guide; alternatives have been checked.

☐ Names, dates of birth and addresses are correct across the documents.

☐ The requested powers match the person’s needs and capacity evidence.

☐ COP1A is complete, with sources, estimates and gaps clearly identified.

☐ COP3 is current and complete; each proposed deputy has completed COP4.

☐ The person has been notified using COP14PADep, or a supported request for directions is included.

☐ All appropriate contacts have been considered, not just three convenient people.

☐ Notices, acknowledgments, objections and any COP5 responses are accounted for.

☐ The filing date meets the response rule and three-month notification limit.

☐ Declarations are signed and dated; attachments and extra pages are readable.

☐ The correct fee or fee-help application is included.

☐ The current online or postal requirements have been checked.

☐ A complete copy and proof of submission will be kept.

One final boundary: preparing or submitting papers does not make you a deputy. Wait for the court’s authority and comply with its conditions before acting in that role.

Sources: 6–18. See the source directory on pages 24–26.