

Your online Court of Protection application

Customer checklist for a property and financial affairs deputyship application in England and Wales. Follow these steps to submit through the GOV.UK online service. Notify people before submitting. This checklist does not cover personal welfare applications.

Formsure case reference: _____

Applicant name or names: _____

Person the application concerns: _____

1 Check your pack

- ☐ Download all attachments if your pack arrived by email. Check that every page is present and readable. Keep the files together for uploading; print any forms you need to sign or give to people.
- ☐ Check the documents against your covering email. Receiving a Formsure email pack does not submit your application to the court.
- ☐ Read every answer. Check names, addresses, dates, financial figures and the deputy powers requested. Tell Formsure about errors or missing information before signing.

2 Complete and sign the application forms

- ☐ If Formsure supplied a COP1 draft, use its checked answers as a reference when completing the online application. Complete the online declarations when prompted; do not assume uploading a COP1 replaces the online questions.
- ☐ COP1A: check the supporting financial information and complete any remaining applicable sections and declarations shown on the form.
- ☐ COP4: each proposed deputy must complete their own declaration. Check, sign and date your own form.
- ☐ COP3: check that the capacity assessment is complete, including the assessor's section and signature. Do not complete or sign the assessor's section yourself. Contact Formsure if the assessment is missing.

Sign only for yourself and only where the form asks you to sign. Do not sign an acknowledgement for another person. If you change an answer, make sure the change is reflected consistently across the pack.

3 Notify the person the application concerns

- ☐ Arrange a personal visit by you or a representative. Use COP14PADep and its guidance to explain the proposed application in a way the person can understand.
- ☐ Explain who is applying, why their ability to make the relevant decisions is being questioned, what a deputy would do and where they can obtain advice. Give them COP14PADep, COP5 and the relevant application documents.
- ☐ The person who visits must complete the notification record, including the date, explanation given, response and any wishes expressed. The person may complete their acknowledgement if able; do not pressure them to sign.

If notification cannot take place, contact Formsure before submitting. Do not leave out this stage without addressing the court's requirements.

4 Notify the other people

- ☐ Notify at least three people who know the person, using a separate COP15PADep for each. Check that the recipients match the application. Include COP5 and relevant application documents.
- ☐ Use post, email or personal delivery. Ask each recipient to return their acknowledgement to you within 14 days of receipt. Keep dates and evidence of delivery, and retain every response.

If fewer than three people can be notified, contact Formsure about a COP24 explaining why. If anyone objects, preserve their response and obtain guidance before proceeding; an objection must be disclosed.

5 Record the dates and wait

Person notified on: _____

Other person 1 notified on: _____

Other person 2 notified on: _____

Other person 3 notified on: _____

Latest notification date: _____

Earliest planned submission date: _____

For this checklist, allow a full 14 days after the latest notification before submitting. The rules permit earlier filing if all acknowledgements have been received, but seek guidance before using that option. Record any non-response accurately; do not describe it as signed consent.

Submit within three months of the first notification. If that period expires, notification must be repeated before filing.

6 Prepare your upload files

- ☐ Make readable scans or PDFs of completed documents, including signatures where required. Check every page, use clear filenames and follow the online service's file size and format requirements.
- ☐ Have COP1A, completed COP3, a COP4 for each proposed deputy, returned notification acknowledgements, any returned COP5, supporting evidence and any required COP24 ready. Upload documents as requested by the service.

If a representative notified the person, submit COP14PADep. If you notified them yourself, record the details in the online application; follow its upload prompts. Include any completed acknowledgement they returned. Keep the notification record in either case.

7 Complete the online application

- ☐ Open the official application guidance at the link below and select Start now. Use the service for someone applying themselves, rather than the legal professional service.
- ☐ Enter the checked application answers, notification dates, people notified and their responses. Disclose objections and explain any non-response accurately. Review every answer and upload before making the online declarations.

The application fee is £432 as checked on 3 October 2026. Recheck before submitting. Pay by debit or credit card, or follow the service's fee help instructions. The court fee is separate from your Formsure charge; a hearing, security bond and later supervision may involve additional charges.

8 Submit and save confirmation

- ☐ Submit when the notification timing requirements are met. Save the confirmation, payment receipt and a copy of the answers and uploaded documents. Do not also post a duplicate application unless the court asks you to.

Date submitted: _____ Court reference: _____

9 Follow the court instructions

- ☐ Keep the court case number and correspondence. Meet any deadlines for more information, further notification or a security bond. Follow specific court directions.

Act as deputy only once appointed and within the court order's authority. For questions about your prepared pack, reply to your Formsure covering email quoting your Formsure case reference.

Official application guidance and online application service

Current court fees and fee help

Notification and filing rules in Practice Direction 9H