

Your postal Court of Protection application

Customer checklist for a property and financial affairs deputyship application in England and Wales. Follow these steps to submit by post. 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. Print the forms for postal submission.
- ☐ Check the contents against your covering letter. Keep the court envelope aside until you have finished notification and the final checks.
- ☐ 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

- ☐ COP1: check the application and sign and date its statement of truth where indicated. Notification dates and responses must reflect what actually happened.
- ☐ 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 Assemble your court bundle

☐ Update notification dates, responses and any non-response explanation in the application. Sign and date the completed COP1. Keep copies of the full signed bundle.

☐ Include COP1 original plus one copy; COP1A; completed COP3; a COP4 for each proposed deputy; completed COP14PADep; all returned notification acknowledgements; any returned COP5; supporting evidence and any required COP24.

7 Arrange the court fee

The application fee is £432 as checked on 3 October 2026. Recheck the published fee before sending. Include a cheque payable to HM Courts and Tribunals Service, or the appropriate fee help application and supporting evidence.

The court fee is separate from your Formsure charge. Ask about fee help before paying if it may apply. A hearing, security bond and later supervision may involve additional charges.

8 Post your application

☐ Check the pre-addressed envelope, if supplied, against this address. Add the complete bundle and fee payment or fee help paperwork.

Court of Protection
PO Box 70185
First Avenue House
42-49 High Holborn
London
WC1A 9JA

☐ Arrange sufficient postage unless your covering letter expressly confirms prepaid postage. We recommend tracked delivery. Keep your receipt, tracking details and a copy of everything sent.

Date posted: _____ Tracking: _____

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

Current court fees and fee help

Notification and filing rules in Practice Direction 9H