WILLSAFE UK

Your lasting powers of attorney are ready to sign

Order WS-SAMPLE

Your official LP1F (property and financial affairs) and LP1H (health and welfare) for Mrs Jane Elizabeth Sample have been filled in automatically from the answers you gave. Nothing is submitted yet. Your forms become legally valid only once they are signed by hand, in the right order, and then registered with the Office of the Public Guardian. This pack takes you through each step. No person at WillSafe has read or checked your answers, so read every page of the form before anyone signs.

What's in this pack

1. **Your completed forms** the official LP1F (property and financial affairs) and LP1H (health and welfare), filled in and ready for wet-ink signatures.
2. **Your signing order** who signs which section, and in what order. Getting this wrong is the most common reason a form is rejected.
3. **Before you post** a final checklist so nothing's missing.
4. **The registration fee** what the OPG charges, and how to pay less or nothing if you're eligible.
5. **Where to send it** the OPG address, ready to copy onto an envelope.
6. **What happens next** timelines, and how you'll know it's registered.

Step 1 of 4

Your signing order

You have two separate LPAs. Each is its own legal document and must be signed in full on its own: the same people sign each one. Here is the order for each.

Signing your LP1F (property and financial affairs)

Each person must sign AFTER the person before them, never before. A witness aged 18 or over must watch you sign, and a witness must watch each attorney sign, then sign to confirm it. Your witness cannot be one of your attorneys or replacement attorneys, but your certificate provider can be your witness. An attorney's witness cannot be you; attorneys can witness each other.

1. **Mrs Jane Elizabeth Sample (you, the donor)** sign and date Section 9, in front of a witness. Do this first, before anyone else.
2. **Dr Anna Example (certificate provider)** signs and dates Section 10, after you. They confirm you understand the LPA and aren't under pressure.
3. **Mr Peter Sample (attorney)** signs and dates Section 11, after the certificate provider, in front of a witness.
4. **Ms Lucy Sample (attorney)** signs and dates Section 11, after the certificate provider, in front of a witness.
5. **Mark Trial (replacement attorney)** signs and dates Section 11, after the certificate provider, in front of a witness.
6. **Mrs Jane Elizabeth Sample (you, the donor): Section 15** sign and date Section 15 LAST, after every attorney has signed. This is the application to register the LPA; without it the OPG cannot register it. Sections 12 and 13 (naming you as the applicant and sending the registered LPA back to you) are already filled in for you: just check your name and address are right.

Tip: the dates must run in the same order as the signatures. If the certificate provider's date is before yours, or Section 15 is dated before the attorneys', the OPG will reject it.

Signing your LP1H (health and welfare)

Each person must sign AFTER the person before them, never before. A witness aged 18 or over must watch you sign, and a witness must watch each attorney sign, then sign to confirm it. Your witness cannot be one of your attorneys or replacement attorneys, but your certificate provider can be your witness. An attorney's witness cannot be you; attorneys can witness each other.

1. **Mrs Jane Elizabeth Sample: life-sustaining treatment (Section 5, page 6)** sign this FIRST. You chose Option B, so sign under OPTION B only (your attorneys CANNOT decide this: your doctors do). Leave Option A blank. Sign in front of a witness, who then signs Section 5 too.
2. **Mrs Jane Elizabeth Sample (you, the donor)** then sign and date Section 9, in front of a witness (the same day and the same witness as Section 5 is fine).
3. **Dr Anna Example (certificate provider)** signs and dates Section 10, after you. They confirm you understand the LPA and aren't under pressure.
4. **Mr Peter Sample (attorney)** signs and dates Section 11, after the certificate provider, in front of a witness.
5. **Ms Lucy Sample (attorney)** signs and dates Section 11, after the certificate provider, in front of a witness.
6. **Mark Trial (replacement attorney)** signs and dates Section 11, after the certificate provider, in

front of a witness.

7. **Mrs Jane Elizabeth Sample (you, the donor): Section 15** sign and date Section 15 LAST, after every attorney has signed. This is the application to register the LPA; without it the OPG cannot register it. Sections 12 and 13 (naming you as the applicant and sending the registered LPA back to you) are already filled in for you: just check your name and address are right.

Tip: the dates must run in the same order as the signatures. If the certificate provider's date is before yours, or Section 15 is dated before the attorneys', the OPG will reject it.

Step 2 of 4

Before you post: final checklist

Run through this for each form before it leaves your hands.

- [ ] Every signature is handwritten with a black pen on the same original form: no copies and no digital signatures.
- [ ] Signatures are in the right order (donor, then certificate provider, then attorneys).
- [ ] On the LP1H, you have signed ONE life-sustaining option (Section 5) and left the other blank.
- [ ] Your signatures (Sections 5 and 9 on the LP1H, Section 9 on the LP1F) and each attorney's signature in Section 11 have a witness's signature, name and address beside them. The certificate provider's signature does not need a witness.
- [ ] Sections 12 and 13 are completed (you are named as the applicant and the registered LPA is set to come back to you): check your name and address are right.
- [ ] You have signed and dated Section 15 (the application to register) LAST, after all attorneys.
- [ ] The dates run in the same order as the signatures.
- [ ] No sections have been left blank where a signature or date is needed.
- [ ] No correction fluid has been used. Any mistake is crossed out and rewritten nearby, and everyone involved in that section has initialled the change.
- [ ] You have completed the payment section of the form, or you are applying for a reduction or exemption on form LPA120.

Step 3 of 4

The registration fee

The OPG charges £92 per LPA to register a lasting power of attorney. This is the government's fee. It is separate from what you paid WillSafe, and you pay it directly to the OPG. You have two LPAs, so the OPG fee is £184 in total unless you qualify to pay less. Some people pay less, or nothing:

- **Half fee** if the donor's gross annual income is under £12,000. The OPG asks for proof.
- **No fee** if the donor receives certain means-tested benefits. The form below lists which ones count.

You apply for a reduction or exemption on the official form LPA120, free from gov.uk/government/publications/applying-for-a-reduced-fee-for-your-power-of-attorney. Send it with your LPA and the proof it asks for. You can only apply at the same time as you apply to register.

If the OPG finds a mistake it may let you correct it and apply again within 3 months for £46. That fee is paid to the OPG and is not refunded by WillSafe, which is why the signing order and the checklist matter.

Step 4 of 4

Where to send it

When each form is signed, witnessed and checked, post each one to:

Office of the Public Guardian
PO Box 16185
Birmingham
B2 2WH

Both LPAs can go in the same envelope. Send it by a tracked or signed-for service if you can, and keep a copy of every page for your records.

What happens next

GOV.UK says it takes 8 to 10 weeks to register an LPA if there are no mistakes in the application, and elsewhere says it can take up to 16 weeks. The OPG writes to confirm once the LPA is registered. Only then can the attorneys use it. Keep the registered LPA somewhere safe: banks and care providers may ask to see it.

WillSafe UK is operated by Richard Wood, trading as WillSafe. This form was completed automatically from your answers and has not been reviewed by a solicitor or any other person. WillSafe is not a law firm and this pack is not legal advice. For England and Wales only. OPG fees, address and timescales were checked against GOV.UK on 12 November 2026. If your situation is unusual, take independent legal advice before signing.