

Scotland's  
**Redress  
Scheme**

Reclaiming  
expenses  
for solicitors

# Scotland's Redress Scheme

## Reclaiming expenses for solicitors



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

# Scotland's Redress Scheme

## Reclaiming expenses for solicitors

About this form	2
Section 1: Personal details	4
Section 2: Your client's details	6
Section 3: Expenses for getting or certifying records	7
Section 4: Other expenses	8
Section 5: Your bank account details	9
Section 6: International solicitors only	10
Section 7: Declaration and privacy notice	11
Submitting your expenses form	12

## About this form

This form is for solicitors to reclaim any applicable costs you have incurred on behalf of a client in connection with an application to Scotland's Redress Scheme.

You should use one form for each client's expenses. Do not claim for more than one client on each form.

You can claim expenses for money you have spent on:

- getting or certifying records and documents for your client (Section 2)
- other expenses (Section 3)

You are strongly encouraged to contact a case worker before you incur an expense above £50. A case worker will advise you if you are likely to be reimbursed for this cost.

### International solicitors

The cost information in this form must be in pounds sterling (£).

---

## Receipts

Please submit receipts or invoices with your form. These should be copies of the originals.

## When to reclaim expenses

You can reclaim expenses related to your client's application:

- as long as you spent the money on or after 11 March 2021
- if it falls within the specific deadlines outlined below

You are strongly encouraged to contact a case worker before you incur an expense above £50. A case worker will advise you if you are likely to be reimbursed for this cost.

## Before your client receives their determination letter

You can reclaim your expenses at any point before your client receives their determination letter.

## After your client receives their determination letter

Once your client has received their determination letter, you must submit your expenses form within 8 weeks.

## If your client decides not to submit their application or is unable to submit their application

If your client does not submit their application, you must return this form within 6 months of the date of your expense.

Once you submit your expenses form, a case worker might contact you for more information.

## Help and support

If you have any questions about expenses claims, please contact a case worker.

- **Telephone:** 0808 175 0808 (freephone)
- **International:** +44 131 297 6500

Lines are open Monday to Thursday, from 10am to 4pm (except Scottish public holidays).

There is an answering machine at other times, and if you leave a message a case worker will get back to you as soon as they can.

- **Email:** [apply@redress-scheme.scot](mailto:apply@redress-scheme.scot)

## Section 1: Personal details

This information will be used to:

- identify you
- keep you up to date on the progress of your expenses claim

**First name**

  

**Last name**

  

**Your legal firm**

  

**Work address**

  
  
  

**Telephone number**

  

**Email**

## Section 1: continued

Would you like to be contacted in a language or format other than English?

Please tick the box of any other format you would like:

- braille (English only)
  - large print
  - audio
  - video call for British Sign Language (BSL) users
  - other language
-

## Section 2: Your client's details

Your client's first name

  

Your client's last name

  

Your client's date of birth

Your client's application reference number (if known)

## Section 3: Expenses for getting or certifying records

Before commissioning expert reports to support a client's application, or incurring costs above £50, please contact a case worker.

Please use this section to provide information about any money you spent getting or certifying records for your client's application.

### Getting and certifying records

You can claim expenses up to £50 for getting or certifying records. This includes the cost of:

- birth certificates
- marriage certificates
- deed poll certificates
- health records
- identity and document certification

When you submit your form please include copies of receipts, if you have them.

<b>Name of expense</b> For example, ordering a birth certificate	<b>Date</b> The date on the receipt or invoice	<b>Cost</b> The cost on the receipt, or invoice, in pounds sterling (£)	<b>Receipt</b> Are you providing a receipt of this expense with your form?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

>> Section 3 continues on the next page





## Section 4: Other expenses

Before commissioning expert reports to support a client's application, or incurring costs above £50, please contact a case worker.

Use this section of the form for other expenses related to your client's application.

This includes:

- psychological assessments
- BSL interpretation or other services to help support someone to apply to the scheme
- other costs

These expenses are reviewed on a case by case basis.

When you submit your form please include receipts, or copies of receipts, for each expense.

<b>Name of expense</b>	<b>Date</b> The date on the receipt or invoice	<b>Cost</b> The cost on the receipt, or invoice, in pounds sterling (£)	<b>Receipt</b> Are you providing a receipt of this expense with your form?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

>> Section 4 continues on the next page



## Section 5: Your bank account details

Please provide your bank account details for any payment.

**Name on account**

  

**Sort code**

**Account number**

**Building society or credit union reference number**

International only

**Bank Identifier Code (BIC) or SWIFT code**

International only, if your account has one.

**Clearing code**

International only

**International Bank Account Number (IBAN)**

## Section 6: International applicants only

If you are reclaiming expenses in another currency please provide the exchange rate you used to convert them and the date of the conversion.

Original currency

Date of currency conversion

  

Exchange rate on that date

## Section 7: Declaration and privacy notice

Use this section to make a declaration and sign and date your form.

For information about how Scotland's Redress Scheme will record and protect your personal information, please read the Privacy Notice for Scotland's Redress Scheme. You can find this on **[mygov.scot/redress](https://mygov.scot/redress)**.

**Before you submit this form, please read and confirm the following:**

I confirm that the details and information I have given in this form are true and accurate to the best of my knowledge and belief.

I confirm that I have read and understood the Privacy Notice for Scotland's Redress Scheme, which sets out how the information I have provided will be used and stored according to data protection laws.

**Your signature**

**Date**

Day  Month  Year

## Submitting your expenses form

Once you have completed and signed your expenses form you can submit it. Please include any copies of invoices or receipts alongside your form.

You can choose whether to submit your form by post or email.

### By post

Please submit your completed form and receipts to:

Redress  
PO Box 24209  
EDINBURGH  
EH7 9GT

### By email

Please submit your completed form with your receipts as attachments to: [apply@redress-scheme.scot](mailto:apply@redress-scheme.scot)

If you have any questions, you can also contact a case worker:

- **Telephone:** 0808 175 0808 (freephone)
  - **International:** +44 131 297 6500
- Lines are open Monday to Thursday, from 10am to 4pm (except Scottish public holidays). There is an answering machine at other times, and if you leave a message a case worker will get back to you as soon as they can.

