**Guidance - exemption from paying a fee**

We charge a fee for some of the services we provide. There are certain circumstances where you may be entitled to a fee exemption. To claim a fee exemption you will need to complete our [application form](file:///P:\Current\fee-exemption-form.doc) and provide evidence to support your application.

**What fees could be exempt?**

* power of attorney (PoA) registration fee and associated fees
* intervention order registration fee
* guardianship order registration fee
* financial guardianship associated fees
* access to funds scheme registration and associated fees

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| **Who is entitled to claim?** |  | |
| * An adult who is the subject of a guardianship/ intervention order and in receipt of civil legal aid can claim exemption from paying the registration fee. * A granter of a PoA in receipt of either of these benefits: * An adult who is the subject of a guardianship/ intervention order or an access to funds application and in receipt of these benefits: | | **Working tax credit**  Eligibility applies if the gross annual income used to calculate working tax credit is £16,642 or less;  or  if any of the parties are receiving income-related employment and support allowance. |
| * A granter or adult, or their spouse / civil partner in receipt of any of these benefits:   **Working tax credit**  Eligibility applies if the gross annual income used to calculate working tax credit is £16,642 or less; | |  |

**How to apply**

We have an [application form](file:///P:\Current\fee-exemption-form.doc) which must be completed to claim a fee exemption.

If you are claiming exemption from paying the PoA registration fee, send your PoA documentation to us using the postal service and not via the EPOAR system.

All applications for fee exemption must be supported by evidence confirming either receipt of benefits or if civil legal aid was awarded. If supporting evidence is not provided we will be unable to process your claim.

Please send the relevant evidence such as:

Send the completed application form, supporting evidence and if appropriate the power of attorney documentation to:

The Office of the Public Guardian (Scotland)

Hadrian House

Callendar Business Park

Callendar Road

Falkirk

FK1 1XR

* Tel: 01324 678300
* E-mail: [opg@scotcourts.gov.uk](mailto:opg@scotcourts.gov.uk)
* Web: publicguardian-scotland.gov.uk
* Twitter: Public Guardian@OPGScotland

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