**Guidance - exemption from paying a fee**

We charge a fee for some of the services we provide. However, there are certain circumstances where you may be entitled to claim a fee exemption.

**Who is entitled to claim?**

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| 1. 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. |
| 1. An adult who is the subject of a guardianship order, intervention order or an access to funds application and in receipt of universal credit, income-based jobseeker’s allowance or in receipt of a personal independence payment (PIP) or adult disability payment. |
| 1. The granter of a power of attorney who is in receipt of either universal credit, income-based jobseeker’s allowance or in receipt of a PIP or adult disability payment. |
| 1. A granter / adult, or their spouse or civil partner in receipt of any of the benefits or payments below:    * Income-related employment and support allowance    * Income support    * Universal credit    * Pension credit - guarantee credit **only**    * \*Working tax credit including child tax credit    * \*Working tax credit including a disability or severe disability element    * Scottish welfare fund payments (crisis grant or community care grant if granted within a 3-month period before the fee due date)   \*Eligibility applies if the gross annual income used to calculate working tax credit is £20,592 or less. |

**How to apply**

1. To claim a fee exemption, you will need to complete our [application form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.publicguardian-scotland.gov.uk%2Fdocs%2Flibrariesprovider3%2Fgeneral%2Ftext-documents%2Ffee-exemption-form-v1-2023.doc%3Fsfvrsn%3D3eaf0197_1&wdOrigin=BROWSELINK) and provide evidence to support your application, such as:

* A legal aid certificate
* An award statement issued by the Department of Work & Pensions (DWP)
* An award statement issued by Social Security Scotland
* An award statement issued by HMRC
* An award statement issued by a local authority

1. We will be unable to process your claim if supporting evidence is not provided.
2. Please do not send a fee with your application. If the fee is due, we will contact you to let you know.
3. If claiming exemption from paying the power of attorney registration fee, send your documentation to us using the postal service and not via the EPOAR system.