Your choices, clearly recorded

Keep this guide with your planning summary and the instructions supplied for your own case. Read each actual LPA before signing it.

One person, one set of choices

You can make a property and financial affairs LPA, a health and welfare LPA, or both. Each is a separate document. Partners make their own decisions, including different choices of attorneys and wording.

The person making the LPA decides

A helper can read, type and organise. The donor must understand and freely make the relevant choices. A diagnosis does not automatically decide capacity. Discuss support, communication needs or concerns about pressure privately with Andrew before preparation.

The specialist check

Andrew Brackenbury has been writing wills since 1989 and is a member of the Society of Will Writers. Both established service routes include preparation and a check of the signed pack by our team before submission. That check is separate from the Office of the Public Guardian's registration decision.

Keep information safe

Do not put signed documents, medical records, identity documents or bank details into an ordinary enquiry. Use only the secure return route agreed for your case. Confirm who holds the originals, how they are returned and who posts the application before sending them.

Where the documents must work

The service focuses on England. If another location is involved, ask for jurisdiction review. Residence alone does not decide whether an England-and-Wales LPA is suitable.

Before the forms are prepared

Use your planning summary to check each document separately. A summary is a discussion aid, not your final instruction or a legal document.

Attorneys and replacements

One suitable attorney is possible. An individual attorney must be 18 or over and have mental capacity. Bankruptcy or a debt relief order prevents acting for property and financial affairs. Living outside the UK is not an automatic disqualification. Discuss willingness, practical access and eligibility.

How more than one attorney acts

Jointly means all agree on every decision. Jointly and severally allows decisions together or separately. A mixed arrangement needs precise drafting. Joint appointment does not resolve family disagreement. Confirm what happens if someone permanently cannot act before choosing.

Replacement triggers

Replacements are not ordinary holiday cover. When they step in depends on the original appointment and the wording. Record the intended arrangement and have it checked against each document.

Two different use conditions

A financial LPA must be registered first. It may permit use with your permission while you have capacity, or only when you lack capacity for the relevant financial decision. Welfare attorneys can act only for decisions you cannot make yourself. Life-sustaining treatment authority is a separate welfare choice.

Optional wording

Preferences express wishes; instructions can bind attorneys. The standard service includes up to three combined preferences and instructions per document, not three of each. This is a service limit, not a legal maximum. More selections are kept for discussion. Read whole clauses; a partial rewrite needs separate review.

Signing in the right order

Use the same original document throughout and the real dates of signing. Different signing dates are not automatically invalid.

1. The donor signs first

Sign every required donor section, including the health and welfare life-sustaining treatment section where required, in front of an eligible witness. The witness signs the relevant witness section. Follow the specific instructions supplied with each form.

2. The certificate provider signs next

The certificate provider discusses the LPA with the donor and confirms the required understanding, free choice and absence of fraud or undue pressure. This is more than witnessing a signature. Check their eligibility before arranging the signing.

3. Attorneys and replacements sign afterwards

Each signs in front of a witness, after the donor and certificate provider. The attorneys can sign in any order among themselves. They must not sign on separate copies or use digital signatures.

4. The registration application is signed last

Complete the registration application after the required LPA signatures. Confirm who is notifying any chosen people and sending the application. You pay the OPG fee directly to the OPG; we never collect it.

Who can witness?

A witness must be 18 or over and see the signature being made. An attorney or replacement cannot witness the donor; the donor cannot witness an attorney. Attorneys can witness each other. An eligible certificate provider can also witness the donor.

Check, correct, recheck

Return the signed pack through the route agreed for your case. Do not treat signing or checking as registration.

The certificate-provider role

They must be 18 or over and either know the donor well personally for at least two years or have relevant professional skills. Exclusions include attorneys/replacements, specified family and business relationships and care-home connections. Someone being willing to witness does not make them eligible as certificate provider. Read the current detailed guide before choosing.

Our team checks the signed pack

The signed pack is returned to our team for checking before it is sent to the Office of the Public Guardian. The check covers the required signatures, dates, witnessing and consistency with the prepared documents. The first check is included. If the signed pack comes back with mistakes, the corrected pack is checked again for £75 including VAT and return postage, as set out in our Terms of Business.

If a page or date is wrong

Stop and contact the service before changing or posting it. OPG guidance allows some corrections when initialled by the right people. Do not use correction fluid or stickers. A clean reprint may be the clearest workflow, but it is not a universal legal rule that no correction can ever be made.

What needs confirming for your case

Agree the required return format, original-document custody, postage, turnaround and cover if Andrew is unavailable. Your written service scope also identifies who handles OPG queries, further corrections and any additional costs.

Registration is a separate decision

The OPG decides whether to register the LPA. A professional check does not guarantee registration or court acceptance. If the OPG raises a question, follow the response agreed for the case rather than altering a document without advice.

Costs and the record of progress

All service figures below include VAT. Government registration fees are shown separately. These examples assume full OPG fees; fee help requires evidence review for each donor.

Package	Service	OPG	Total
Standard: one / both LPAs	£245	£184	£429
Standard: couple / four LPAs	£395	£368	£763
Managed: one / both LPAs	£745	£184	£929
Managed: couple / four LPAs	£895	£368	£1,263

One type or mixed needs

Single-LPA and mixed configurations require a service quote. A price that is not known is not zero. A fourth clause selection does not automatically book or charge for a consultation. Extra advice or services require agreement first.

Keep the states distinct

Planning: choices are being explored. Prepared: forms are ready for review and signing. Signed: required people have signed. Checked: our team has reviewed the signed pack and any corrections. Submitted: the application has been sent to the OPG. Registered: the OPG has confirmed registration. Handed over: the registered documents and use guidance have been received.

Timing

The official registration estimate is 8 to 10 weeks if there are no mistakes. It starts with the OPG application process, not the first enquiry. This is an estimate, not a delivery guarantee.

Using and keeping a registered LPA

Wait for registration to be confirmed. This guide, a draft form, a signed form or a planning summary is not proof of registration.

Keep the original safe

Record who holds each original and use the institution's accepted process for showing authority. Ask before sending the only original. A photograph or ordinary scan is not automatically a certified copy.

Certified copies

A donor who still has mental capacity can certify a copy using the wording and signatures required by GOV.UK. A solicitor or notary can also certify a copy. Follow the current instructions for each page and the last page; institutions may have their own requirements.

Authority has limits

A financial LPA follows its registered wording and timing choice. A welfare LPA applies only to relevant decisions the donor lacks capacity to make. Attorneys must support the donor to decide where possible and act in their best interests when making decisions on their behalf.

If circumstances change

An LPA ends when the donor dies; it does not replace a will. Discuss changes to attorneys, existing documents or wishes with the service before cancelling or replacing anything. Next of kin has no general automatic legal authority, but other decision-specific routes can sometimes apply.

Sources and further guidance

GOV.UK: gov.uk/power-of-attorney. Signing and eligibility: the OPG's LP12 guide. Certified copies: gov.uk/power-of-attorney/certify. Official fee and registration information checked 16 September 2026. Current service guidance: powerofattorneyservice.co.uk/signing-and-checking/.