**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.
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| 1. A granter of a power of attorney who is in receipt of either of universal credit or income-based jobseeker’s allowance.
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| 1. An adult who is the subject of a guardianship order, an intervention order or an access to funds application and is in receipt of universal credit or income-based jobseeker’s allowance.
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| 1. A granter or 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 £18,000 or less |

**How to apply**

To claim a fee exemption you will need to complete our [application form](http://www.publicguardian-scotland.gov.uk/docs/librariesprovider3/general/pdf-documents/fee-exemption-form-oct-18-version.pdf?sfvrsn=6) and provide evidence to support your application, such as:

**We will be unable to process your claim if supporting evidence is not provided**.

If claiming exemption from paying the power of attorney (PoA) registration fee, send your documentation and the PoA document to us using the postal service and not via the EPOAR facility.