



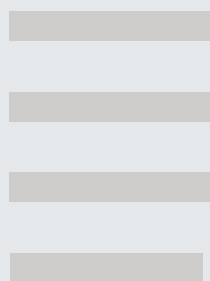
# Digital AP1s

## Faster, simpler, with fewer requisitions

From November 2022 the Digital Registration Service  
will replace the electronic Document Registration Service

We're going...

**...digital**



AP1

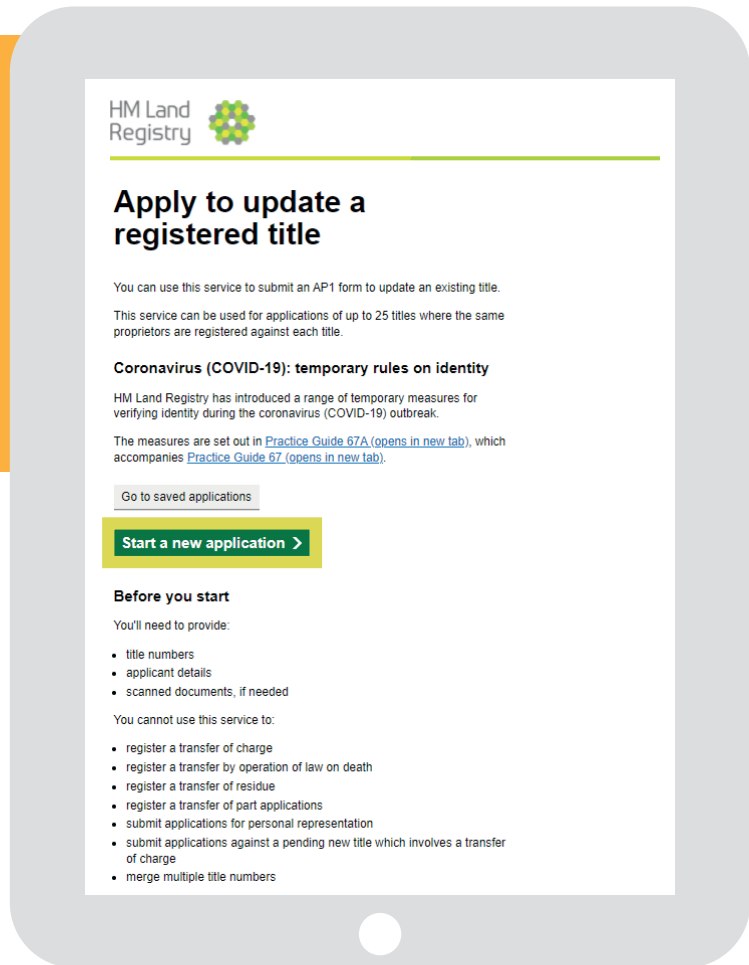
# Portal

To create and submit a digital AP1 application for changes to registered titles on the HMLR Portal please use the Digital Registration Service. If you don't see the link, please ask your Business Unit Administrator to request access for you.

The Digital Registration Service will guide you through the information you need to create and submit your e-AP1.\*



\*Application forms such as RX1, UN1, AN1 must be submitted under the cover of the AP1.



## Benefits

Creating a digital AP1 using the portal will help you to avoid common errors and speed up the registration process by:

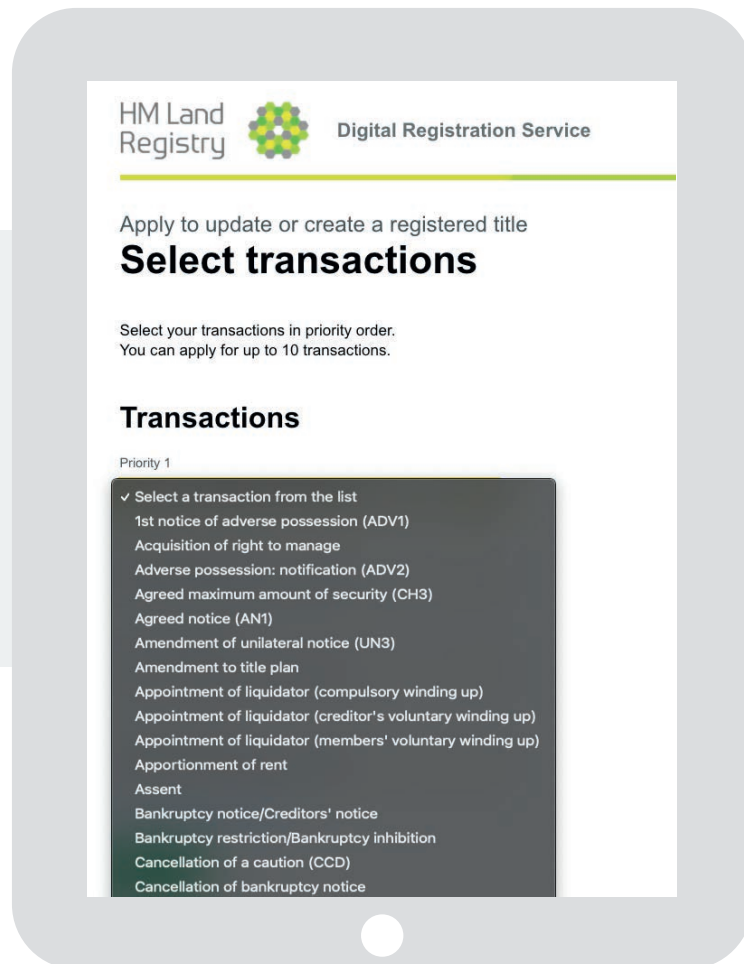
- ✓ reducing requisitions – data is checked before submission
- ✓ prompting you to add the relevant documentation and evidence to your application
- ✓ automatically populating some fields based on data already entered, or from the Land Register
- ✓ allowing you to save a partially completed application and return to it within 90 calendar days to submit
- ✓ automatically calculating your fees for you

### Getting started

Once you click start now, you will be asked to enter basic information:

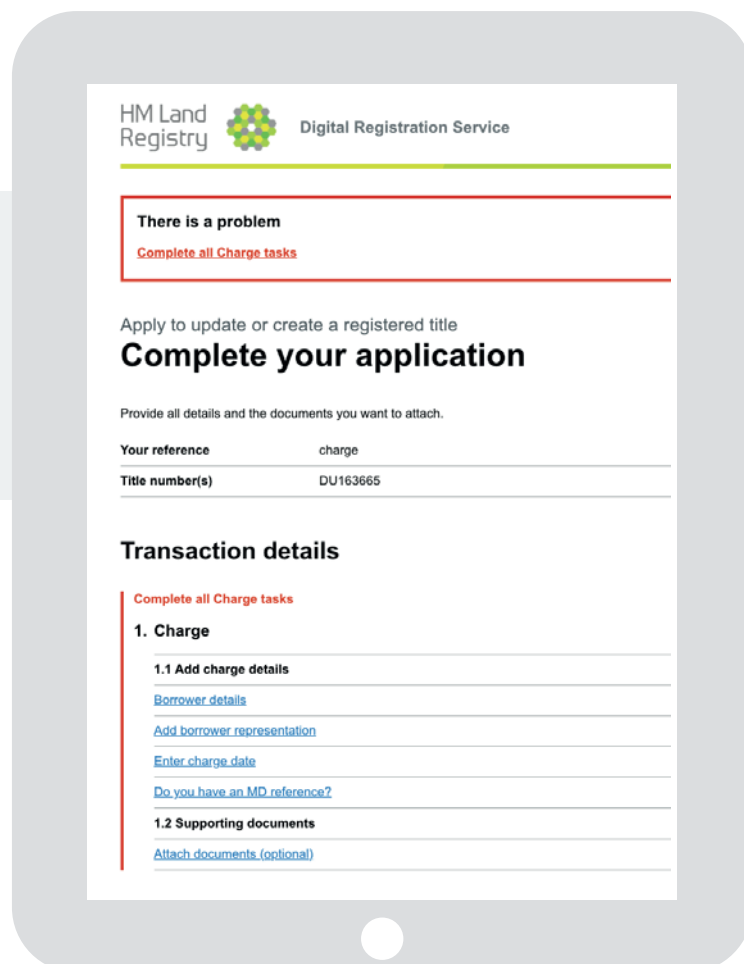
- Your reference
- If you are a conveyancer
- The title number(s) the application is for

Then you will be guided through a tailored journey based on the type of transaction(s) you want to apply for.



### Prompts

The service will prompt you if you miss a step, for the evidence we require or if an attachment is missing. If you don't have the information available you can save the application and come back to it later.



**e-AP1 created**

Once you have entered all the information into the system, you can download a copy of the eAP1 for review and when you are ready, hit submit.

Once you've submitted your eAP1 you will be taken to a confirmation screen, which will confirm your priority date and time as well as your HMLR reference (Application Barcode Reference/ABR). This will also be emailed to you, using the correspondence email details you've entered into the service.

**HM Land Registry**  
Electronic application to change the Register

e-AP1

DRAFT COPY: NOT SUBMITTED

1	Local authority serving the property:										
	Full postcode of property (if any):										
2	Title numbers:	DU163665									
3	The application affects the whole of all titles										
4	Application, priority and fees:										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Application/Priority</th> <th style="width: 35%;">Price paid/Value (£)</th> <th style="width: 35%;">Fees (£)</th> </tr> </thead> <tbody> <tr> <td>Charge (1)</td> <td>200,000</td> <td>30</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Fee (£):</td> <td>30</td> </tr> </tbody> </table>	Application/Priority	Price paid/Value (£)	Fees (£)	Charge (1)	200,000	30	Total Fee (£):		30	
Application/Priority	Price paid/Value (£)	Fees (£)									
Charge (1)	200,000	30									
Total Fee (£):		30									
	Fee payment method: Direct Debit										
5	Documents lodged with this form:										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Application attachments</th> <th style="width: 50%;">Certified copy statement</th> </tr> </thead> <tbody> <tr> <td>Certificate of registration issued by Companies House</td> <td>Certified</td> </tr> <tr> <td>Mortgage Deed</td> <td>Certified</td> </tr> </tbody> </table>	Application attachments	Certified copy statement	Certificate of registration issued by Companies House	Certified	Mortgage Deed	Certified				
Application attachments	Certified copy statement										
Certificate of registration issued by Companies House	Certified										
Mortgage Deed	Certified										
	The documents lodged with this application with a certification status of 'Certified' are listed and I certify they are true copies of the originals.										
6	The applicant:										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Applicant type</th> <th style="width: 50%;">Application details</th> </tr> </thead> <tbody> <tr> <td>Private Individual</td> <td>John Smith</td> </tr> </tbody> </table>	Applicant type	Application details	Private Individual	John Smith						
Applicant type	Application details										
Private Individual	John Smith										
7	The application is sent to HM Land Registry by										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Key number</th> <th style="width: 50%;">Name</th> </tr> </thead> <tbody> <tr> <td>1270797</td> <td>FEV UAT LTD 12345 Plymouth 11</td> </tr> </tbody> </table>	Key number	Name	1270797	FEV UAT LTD 12345 Plymouth 11						
Key number	Name										
1270797	FEV UAT LTD 12345 Plymouth 11										

**Saved Applications**

Draft applications are saved for 90 days from the day the application is created.

**HM Land Registry**

Digital Registration Service

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Apply to update or create a registered title

## Saved applications

Saved applications are available for up to 90 days.

Reference	Titles	Property	Applicants	Created	Options
charge	DU163665	28 Lingfield Green, Darlington (DL1 1DD)	John Smith	20 Oct 21	<a href="#">Open</a> <a href="#">Delete</a>

[Start a new application](#)

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The following links open in a new tab.

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# How is the new Digital Registration Service different to the electronic Document Registration Service?

## Old



Conveyancer

When using the old **Document Registration Service**, you need to prepare your application in advance, upload it and calculate the fee yourself, which can sometimes be complicated. It's easy to get requisitions for mistakes that have been made or for missing information. This delays the application process.

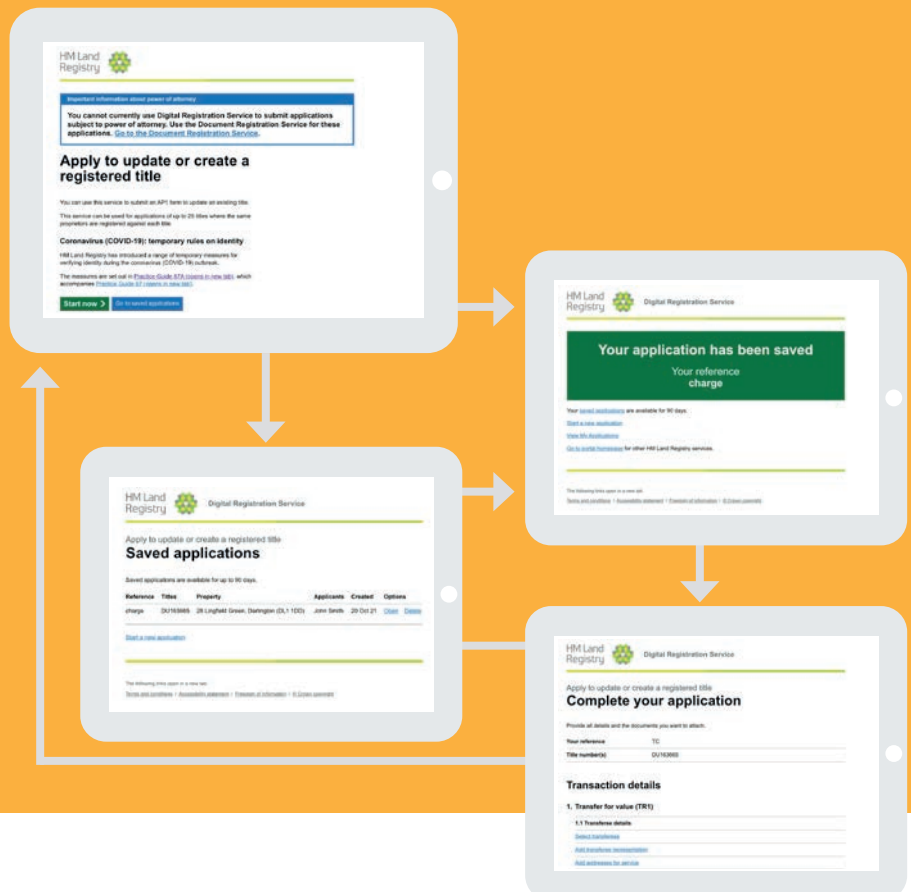


## New



Conveyancer

The **Digital Registration Service** creates the AP1 application for you as part of a guided process. Information is checked against the register to make sure it is as accurate as possible. The fee is automatically calculated and you are prompted to upload supporting documents. You can use the service to create a TR1 or choose to upload one. The additional error checking upfront reduces requisitions and makes it quicker to process applications.



# Case study



**TAYLOR  
ROSE** MW

**Taylor Rose MW is an entrepreneurial firm, committed to delivering excellent client services through some 800 legal experts supported by using the latest technology. They were quick to join HMLR's test programme in 2021 and support the development and rollout of the Digital Registration Service (DRS).**

Since then, they have created and submitted almost 4,000 applications using the Digital Registration Service.

We spoke to Dawn Goodwin, Team Leader Post Completion at Taylor Rose MW to find out more about their experience of using DRS.

**How did you encourage your teams to adopt the Digital Registration Service, particularly in light of all the other changes happening in the business?**

"That was really simple and really easy because I'd done the live trials and testing, I knew first-hand how good it was. We sent emails out and talked to people, they literally just jumped on board."

**Did your teams have any issues using the new service?**

"What I did find is that people were saving the application but not submitting it, but we worked through that. Other than that, no."

**How much training did you need to give your teams?**

"Very little. Some got shown it once, others just started using it. It's so straight forward and easy."

**What do people like about it?**

"It's so simplistic. It takes ten minutes to complete an application. We used to generate the AP1s ourselves. Interestingly we don't get requisitions for spelling errors now, which has taken a massive chunk of the requisitions away. That was always an issue, it's [DRS] has taken it away"

**What other benefits have you seen?**

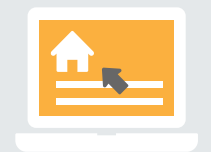
"It's faster and so easy to use. The work of getting the application created and submitted is getting done more quickly."

**If you had any advice for others about using DRS, what would it be?**

"Embrace it, it will make your life so much easier."



Commercial and Residential Conveyancing, Litigation, Private Client, Crime and Family Law



**16,000**  
substantive applications  
per year



**4,000**  
substantive applications  
using DRS



**800**  
Experts



**32**  
Offices nationwide

# Future steps

These steps will be taken ahead of switching off the old Document Registration Service in November 2022

<b>Step 1 Launch the Digital Registration Service</b>	<b>Complete</b>
<b>Step 2 Make the most popular transaction types available</b>	<b>Complete</b>
<b>Step 3 Lease and Transfer of Part applications available</b>	<b>In Progress</b>
<b>Step 4 All transaction types available (service complete)</b>	<b>In Progress</b>
<b>Step 5 electronic Document Registration Service withdrawn</b>	<b>November 2022</b>

If you have a case management system, you can use it to submit digital AP1s via our Business Gateway platform. Read our [brochure](#).

For the latest updates please visit <https://www.gov.uk/guidance/digital-registration-service>



**Version 2**  
**March 2022**

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[CorporateCommsTeam@landregistry.gov.uk](mailto:CorporateCommsTeam@landregistry.gov.uk)