

RECORDING OF A NEW FREEMAN OF A LIVERY COMPANY WHO ALREADY IS A FREEMAN OF THE CITY OF LONDON

Following admission to the freedom of a livery company, **a person who is already a freeman of the City of London but not a freeman or liveryman of any other London livery company** has the option of attending the Chamberlain's Court, Guildhall, in order that their Company freedom can be reported to, and recorded in the minutes of the Court of Aldermen. This is termed "Recording"

This process can only apply if this is the new freeman's first or "mother" company. There is no need to record if the Freeman is already a member of another Company.

There are two ways to Record:

1. The Traditional Route

Recording is by appointment only. Telephone the Chamberlain's Court on 020 7332 1369/3055/1008 and ask for an appointment to be recorded. Appointments are available on a daily basis.

The necessary documents and fee are as follows

- Copy of freedom of the City of London
- Copy of Livery Company certificate (photocopy acceptable)
- Fee of £20

Once the Court of Aldermen has ordered the Chamberlain to make the recording, it is written on a piece of parchment and available for collection or sent out by post.

2. The Streamlined Route

If a Freeman has already been admitted to the livery without recording then the Company Clerk can submit a letter stating the full name and exact date that the person became a member of the Company. This enables our records to be tidied up retrospectively. There is no fee for this and no parchment issued.

Chamberlain's Court
Guildhall
London EC2P 2EJ

2010