

APPLICATION PROCESS:

1. File application with required documentation and fees. Make arrangements for outside documents to be filed with the State Board of Law Examiners (Board). Remind your references and former and present employers to promptly respond to the reference request from the National Conference of Bar Examiners (NCBE).
2. Receive a confirmation letter from the Board. Sometimes a request for further information will be included in the letter. Promptly respond to any request for absent or additional documentation.
3. May receive correspondence directly from NCBE.
4. You will receive no confirmation that your character and fitness investigation is completed.
5. Your investigation is not finalized until after the examination. You do not need to pass the character and fitness investigation in order to sit for the exam.

REMEMBER:

1. Each question on the application must be answered completely. If a question does not apply, enter N/A. Give complete addresses, including street names and numbers, city, state, and postal zip codes.
2. Include all adult charges – whether or not they were expunged. Include the officer's report, complaint, and disposition of charges.
3. Lawsuits – include summons, complaint, and disposition documents.
4. If you recall an item that you failed to include on your law school application, amend your law school application and provide our office with any follow-up from the Dean's office.
5. If something happens during law school, you must update the law school application and your registration with our office.
6. Be honest. If there is a question, err on the side of providing the information to the Board.

Revised 07/2012.