

Virginia Board of Bar Examiners

2201 W. Broad Street
Suite 101
Richmond, VA 23220

FINGERPRINT CARD INSTRUCTIONS AND REQUEST FORM

Every applicant for the Virginia Bar Examination must submit with his or her application one set of clear and distinct fingerprints on an official fingerprint card.

An official fingerprint card may be obtained from the Board (see last paragraph), authorized police official, or from the registrar's office of any ABA approved law school in Virginia.

Applicant fingerprints **MUST** be taken by an authorized official (i.e, local police, sheriff, state police), and the fingerprint card must be signed by both the applicant and the person taking the fingerprints.

The applicant also must complete the following personal history data on the fingerprint card before submitting with the bar exam application:

- Name
 - Date of Birth
 - SSN
 - Date Fingerprinted
 - Sex
 - Race
 - Height
 - Weight
 - Eyes
 - Hair
 - Place of Birth
 - Scars, Marks, Tattoos or Amputations
 - Emergency Contact and Address
- Click [here](#) for an example of a completed fingerprint card

To obtain a fingerprint card from the Board, please mail or fax the Fingerprint Card Request Form (fillable pdf) to our office. A fingerprint card will be mailed to you within a week of receiving your request.

Applicants residing in Virginia can obtain a card and have their fingerprints taken at any Virginia State Police Headquarters. Click [here](#) for further information
<http://www.vsp.state.va.us/Fingerprints-NonCriminal.shtm>

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To obtain the Board's Fingerprint Card, print this page, type or legibly handwrite your name and address into the fields of the address label below, and either:

1. Fax the completed form to the Board's office
or ...
2. Mail the completed form to the Board's office.

Upon receipt of the Fingerprint Card Request Form, a card is mailed the next business day. Do not call the Board's office to verify receipt of your request.

Send by Mail or Facsimile Transmission

FAX TO: **804-367-0416**

OR

Mail To: **Virginia Board of Bar Examiners**
2201 W. Broad Street
Suite 101
Richmond, VA 23220-2022

For Board Use
Only:

Sent: _____
By: _____

NO. of PAGES: one ... (this page only)

ADDRESS LABEL: (The form below can be filled in on your computer or you may print the form and legibly write your name, address and phone number.)

Phone Number: _____

To: _____		
Name		

Street Address		

City	State	ZIP Code