

VIRGINIA BOARD OF BAR EXAMINERS

Office of the Secretary
 2201 West Broad Street
 Suite 101
 Richmond, Virginia 23220-2022
 804-367-0412

NST – YES

Processor:

APPLICATION FOR EXAMINATION

OFFICE USE ONLY
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I, the applicant named below, hereby apply to the Virginia Board of Bar Examiners for permission to sit for the **July 2017** Virginia Bar Examination and for a license to practice law in the Commonwealth of Virginia in conformity with the Rules of the Board and the laws of the Commonwealth of Virginia.

Section 1 - Personal Information**1.1 Full legal* name**

Ms.	Jane	Smith	Doe	
Title	First name	Middle name	Last name	Suffix

*You must apply in your **FULL LEGAL NAME**. Your full legal name must be the **EXACT name and spelling** as listed on your birth certificate, name change order, adoption decree, naturalization and/or immigration documentation. Initials are not acceptable unless initials are part of your full legal name. If you are married and have not changed your name with the Social Security Administration or never assumed your spouse's last name on any educational, financial or legal documents, your full legal name would be your maiden name. If you have assumed your spouse's last name, your middle name may be your middle name as shown on your birth certificate, your maiden name, or both. Although your Social Security card, passport, or driver's license may be issued in a name OTHER than your full legal name, you **MUST** apply to and be licensed by the Virginia Board of Bar Examiners in your FULL legal name. A Photo ID bearing your full legal name will be required for admittance to the Virginia Bar Examination (unless you have prior written approval from the Board).

YES (A) My **Full Legal Name** is **Jane Smith Doe**, and I enclose my **Birth Certificate and Marriage Certificate** as verifying documentation.

YES (B) I understand that I am allowed to bring one (1) Photo ID bearing my full legal name to the exam and that a copy of the same Photo ID must be included with my application. (Valid Photo ID forms are: current driver's license, passport, school photo ID, or government/state issued photo ID)
 I will submit a copy of my **Current Driver's License** as my Photo ID.

YES (C) Does your **Current Driver's License** bear your full legal name?

1.2 Provide your current mailing address, email address, daytime telephone number, and date of birth.

Street	123 Happy Street		
	APT 155		
City	Richmond	State	VA
		ZIP	23220
Daytime phone	(888) 849-3928	County	Henrico
Email address	janesdoe@gmail.com		
Date of birth	January 1, 1985		

Any change in mailing address, telephone number or email address must be reported immediately to the Secretary of the Board of Bar Examiners via a Change of Address form on our website.

1.3 Social Security Number 999-99-9999

or Virginia Department of Motor Vehicles Control Number:

Disclosure of your Social Security Number or Virginia Dept. of Motor Vehicles control number is required by §54.1-116 of the Code of Virginia and assists in expediting the character review process.

1.4 NCBE Number – required for ALL applicants. N12345678

All applicants must obtain an NCBE Number and provide the Board an NCBE Number Confirmation printout as verification of your NCBE Number. The NCBE Number is an 8-digit number preceded by the letter N (e.g. N10002416). If you do not have an NCBE number or need to obtain the NCBE Number Confirmation printout, go to www.ncbex.org.

YES 1.5 Are you currently employed?

Employer **Jones, Jones & Jones**
Street **123 Main Street**
City **Richmond** State **VA** ZIP **23220**
Phone number **(804) 555-1212** Fax number **(804) 555-1213**
Position **Associate** Supervisor or Department **Mr. Jones**

Section 2 – Non-Standard Testing

- YES 2.1** Do you require Non-Standard Testing accommodations to enable you to sit for the examination?
(A) I **enclose** the required Petition for Non-Standard Testing and all other supporting documentation.

Section 3 – Educational Information and Requirements

- 3.1** I comply with the academic requirements listed in Section II of the Rules of the Virginia Board of Bar Examiners as follows:

I have received my juris doctor degree from an ABA approved law school

- 3.2** Law school: **Brooklyn Law School**
Graduation date: **January 15, 2011**
School code: **6**

- NO (A)** I enclose a Certificate of Graduation from such law school.

If no, please explain:

My Law School will send it to the Board

Section 4 – Prior Applications

- YES 4.1** Are you currently or have you ever been admitted to practice law in any jurisdiction (i.e., any state or territory of the United States, or the District of Columbia)?

List ALL jurisdictions where you are currently or have ever been admitted to practice law and provide your current admission status for each jurisdiction.

Jurisdiction	Admission status	Enclosed CGS
New York	Active	YES
Massachusetts	Inactive	YES

- YES 4.2** Are you pending admission in any jurisdiction (other than Virginia)?

List ALL jurisdictions (other than Virginia) where your application or admission status is currently pending. Provide the application type and the reason for your pending status.

Jurisdiction	Application type	Reason admission is pending
New Jersey	Exam	I am sitting concurrently in New Jersey. I submitted my application for the July 2015 bar exam.

- YES 4.3** I have made or intend to make a contemporaneous application to take the **July 2017** bar examination in another jurisdiction, and I wish to transfer my Multistate Bar Examination (MBE) score achieved in Virginia to a concurrent jurisdiction prior to the release of the results of the Virginia Bar Examination.

Jurisdiction: **New Jersey**

- YES** I enclose a Concurrent Transfer Form and Fee (DO NOT combine this fee with your bar application fees. A separate \$50 certified check or money order is required.) Concurrent Transfer Form – [click here](#)

Section 5 – Additional Application Requirements

- 5.1** In accordance with the Rules of the Board, I provide the Multistate Professional Responsibility Examination (MPRE) information as follows:

MPRE status: **Have Taken**

Date: **April 2015**

Provide score report: **I enclose my original MPRE Score from the National Conference of Bar Examiners.**

- YES 5.2** I enclose one set of fingerprints, making certain that ALL personal history data has been completely filled in on the card. The Fingerprint Card must be an official document on card stock. Fingerprint Cards on plain paper are not acceptable.

- YES 5.3** In accordance with the Rules of the Board, I enclose my fully completed Character & Fitness Questionnaire.

- YES 5.4** I enclose my “Exam Identification Photos” page with passport-style photos attached.

- YES 5.5** I enclose the required application fee in accordance with the current fee schedule. Such fee is payable to the Virginia Board of Bar Examiners by certified check, cashier's check, or money order **ONLY - NO PERSONAL OR COMPANY CHECKS ACCEPTED.**

Section 6 – Acknowledgements

- YES 6.1** I understand that if all questions contained in this application are not answered fully and completely on its initial submission, the application may be considered as not timely filed.
- YES 6.2** I understand that until I am licensed, admitted and registered as a member of the Virginia State Bar, I have a continuing duty to report immediately any change to my personal, educational or professional status, including anything that would modify any of my responses.
- 6.3** The filing deadline for the **FEBRUARY EXAMINATION** is on or before **THE PRECEDING 15th OF DECEMBER**; and the filing deadline for the **JULY EXAMINATION** is on or before **THE PRECEDING 10th OF MAY**, and
- YES (A)** I understand that if my application is not actually **received** in the Secretary's office by the filing deadline, it may be deemed to be timely filed only if it has been transmitted expense prepaid to the Office of the Secretary of the Board by **Priority, Express, Registered or Certified** mail via the United States Postal Service, or by a third party commercial carrier for **Next-Day Delivery AND the official receipt** therefor issued by the United States Postal Service or by such third party commercial carrier, which shall be exhibited on demand of the Secretary, shows such transmission or mailing to the Secretary's office on or before the prescribed deadline.
- YES (B)** I understand that **Priority, Express, Registered or Certified** mail via the United States Postal Service or **Next-Day Delivery** by a third party commercial carrier are the **ONLY** methods of transmission or mailing authorized by the statute. Thus, an application sent by any other form of mail, such as First Class mail, **CANNOT** be accepted if it is received after the filing deadline, even if it is postmarked before.
- YES (C)** I further understand that no part of the application form or required attachments may be transmitted by a facsimile machine or by email.
- YES 6.4** I acknowledge that I will be allowed to take the Virginia Essay portion of the bar exam on my laptop ONLY if I timely and properly register for the Laptop Program. Laptop registration begins the second Wednesday of January for the February exam and the second Wednesday of June for the July exam. The initial registration period extends for 10 days. Late registration, with increased fee, extends until the last day of the month such registration began. If I do not register in the time period allowed, I will be required to handwrite the bar exam.
- YES 6.5** I acknowledge that the Board posts the most current pertinent information regarding the upcoming bar exam on its website and that I should check the website regularly to ensure I have up-to-date and accurate information.

Section 7 – Authorizations and Agreements

By filing this application, I hereby:

YES 7.1 Affirm that all of the information provided herein is true, correct, and complete to the best of my knowledge and belief, and that I have a duty to promptly inform the Virginia Board of Bar Examiners of any circumstances occurring after the date of this application that would affect my responses herein.

YES 7.2 (A) Authorize and request every person, firm, corporation, association, and agency having control of any documents, records, or other writing, or having other information pertaining to me, to furnish to the Board any such writings and information the Board believes will relate to my moral character and/or fitness to engage in the practice of law, and to permit the Board and any of its agents or representatives to inspect and make copies of such documents, records, and other writings.

YES (B) Agree that all information provided by this application, and all other information received by the Board and believed by it to have a bearing upon my moral character and/or fitness to engage in the practice of law, may be released by the Board at any time, and without liability to the Board, its members, agents, or other representatives, to any judicial, executive, or legislative official, or to any investigatory or regulatory body or agency, when the Board considers such release to be reasonably needed by such official, body, or agency in response to its inquiry relating to my moral character and/or fitness to engage in the practice of law.

YES (C) Agree that the foregoing shall remain in effect for any future application that I may make to the Board.

Signature of Applicant

Commonwealth/State/District of _____

County/City of _____

I, a Notary Public of such County/City, certify that on this day personally appeared before me

Jane Smith Doe

who thereupon made oath that all statements contained in this application are true and complete.

Given under my hand this _____ day of _____, _____

My commission expires on _____, _____

Notary Public

Registration Number (if applicable) _____

NOTARY SEAL (must be affixed)

Exam Identification Photos

Passport-style photos description

2x2 inches in size.

Identical, showing current appearance, taken within the preceding twelve (12) months.

Head & shoulders, full face, front view in normal street attire.

Do not wear a hat or headgear unless worn daily for religious or medical reasons.

Do not wear dark glasses unless required for medical reasons.

Snapshots are not acceptable.

Photos must be actual photos, not printed on plain paper.

Attaching photos to application

Be sure that your identical photos are 2x2 inches

Glue or tape your photos exactly within the 2x2 inch square outlined below

Jane Smith Doe

You **MUST**
glue or tape your
identical photos here

DO NOT STAPLE

You **MUST**
glue or tape your
identical photos here

DO NOT STAPLE

**Photos must be passport-style.
Self-taken and personally cropped photos are NOT acceptable.
Photos cannot be printed on plain paper.**