

Virginia Board of Bar Examiners

Application for Examination

COVER PAGE

Please review the checklist
for instructions and required documentation.

Attach photos per instructions on the Exam Identification Photos page.

Your Application for Examination
MUST be signed and notarized.

VIRGINIA BOARD OF BAR EXAMINERS
2201 West Broad Street
Suite 101
Richmond, Virginia 23220-2022
804-367-0412

NCBE - 12345678
 NST – YES

Processor:

OFFICE USE ONLY
 Version 4.1 - 19994

APPLICATION FOR EXAMINATION

I, **Jane Smith Doe**, hereby apply to the Virginia Board of Bar Examiners for permission to sit for the **February 2019** 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) I understand that I am required 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

(B) 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	PO Box 123		
City	Richmond	State	VA ZIP 23226
Daytime phone	(804) 555-3928	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.

Section 2 – Non-Standard Testing

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

Section 3 – Education

- 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**
 Degree date: **January 15, 2012**
 School code: **6**

- YES (A)** I enclose a Certificate of Graduation from such law school.

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.

For all jurisdictions to which you are/were admitted, a Certificate of Good Standing is required from the highest court. If you are on inactive status, your Certificate of Good Standing may come from the State Bar and must indicate that you were in good standing at the time you went inactive and that no disciplinary proceedings are now/were pending against you.

Jurisdiction	Admission status	Enclosed CGS
New York	Retired	YES
Massachusetts	Suspended*	YES
Explanation for Suspended* status: My license was administratively suspended in October 2015 for failure to complete all Mandatory Continuing Legal Education requirement hours. I intend to complete the required hours in the next few months and be removed from suspended status.		
Maine	Active	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
Ohio	Exam	I submitted a character and fitness application to Ohio in 2014, and later was approved. I was scheduled to sit for the July 2014 exam, but I became ill the weekend before the exam and did not take the exam. To date, I have not attempted to sit for the exam, so it remains pending.

- NO 4.3** I have made or intend to make a contemporaneous application to take the **February 2019** 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.

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: **November 2017**

Provide score report: **At the MPRE exam, I requested my MPRE Score be sent to Virginia.**

(Note: Your Social Security and/or NCBE number on your "Examinee's Report of Scores" must be correct for our database to recognize your scores.)

- YES 5.2** I enclose one set of fingerprints, making certain that ALL personal history data (including date of birth) has been completely filled in on the card. The Fingerprint Card must be an official document on card stock. Fingerprint Cards printed 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 – Acknowledgments

- 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 not be 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 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.
- YES 6.6** In order to maintain certification by the American Bar Association (ABA), law schools are required to report certain bar exam statistics regarding their graduates. Accordingly, I acknowledge that the Board will provide my name and applicant status (first time or repeat taker) and my pass/fail results to my law school.

SAMPLE

Section 7 – Authorizations and Agreements

7.1 By filing this application, I hereby:

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

Signature of Applicant

===== SECTION BELOW MUST BE COMPLETED BY A NOTARY PUBLIC =====

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.

Personal 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.