

VIRGINIA BOARD OF BAR EXAMINERS

Office of the Secretary
2201 West Broad Street
Suite 101

Richmond, Virginia 23220-2022
804-367-0412

CHECKLIST

SSN - 999-99-9999
SSN Last 4 - 9999
NCBE - 12345678
NST – YES

Processor:

OFFICE USE ONLY

Version 3.6 - Submitted April 17, 2017 at 2:38 PM

RECEIPT OF APPLICATION

Due to confidentiality limitations, the Board will not confirm receipt of an application over the phone. To ensure we have received your application, send it on or before the Statutory Filing Deadline using a delivery method that you can track, or you may include a self-addressed stamped envelope or postcard, which we will date-stamp and return to you.

STATUTORY FILING DEADLINE

See § 54.1-3925 of the Code of Virginia. If your application is not actually **received** in the Secretary's office by the filing deadline (May 10 for the July exam; December 15 for the February exam) 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.

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.

Based upon your answers, your required forms and documents are listed below.
Please use this list to check off and verify that you are providing all required information.
Please assemble the forms and additional documentation in the order prescribed on this Checklist.

FEES

_____ **\$800.00 - Certified Check, Cashier's Check or Money Order ONLY**, payable to "Virginia Board of Bar Examiners." **One check is acceptable.** A **\$50.00 Incorrect Payment Fee** will be charged for personal checks, business checks, or incorrect fee amount.

_____ Schedule of Fees.

SUBMISSION INSTRUCTIONS

_____ Submission Instructions – Initialed

CHECKLIST

_____ Submit all documents in order listed. (Including Checklist)

FINGERPRINT CARD

_____ One set of fingerprints. Fingerprint Card must be an official document on card stock. Fingerprint Cards on plain paper are not acceptable. (Personal history completed.)

CONCURRENT TRANSFER

_____ Concurrent Score Transfer Form for **New Jersey**, including fee of \$50.00 - **Certified Check, Cashier's Check or Money Order ONLY**, payable to "Virginia Board of Bar Examiners." This form can be found on our website, barexam.virginia.gov.

NCBE NUMBER CONFIRMATION

_____ Copy of your NCBE Number confirmation printout.

APPLICATION

_____ Original Application Form

_____ Signed and notarized

_____ Two ORIGINAL, IDENTICAL passport-style photographs glued or taped to the photo squares on the Exam Identification Photos page of the Application Form. Photos must be actual photos, not printed on plain paper.

ATTACHMENTS - APPLICATION

_____ Copy of your **Current Driver's License** you will use for admittance to the exam. Submit only one. Photo and data must be clear and legible. Front side only.

_____ Certificate of Graduation from **Brooklyn Law School**.

_____ Original Certificate of Good Standing from the jurisdictions, **Massachusetts** and **New York**. Such certificate must be from the highest court to which you are/were admitted, must be an original document and must be dated no more than 90 days prior to receipt.

_____ Pending in **New Jersey**. You must submit an original Certificate of Good Standing upon admission or a statement, issued 30-days post exam, updating the status of your application and character & fitness investigation.

_____ An ORIGINAL Multistate Professional Responsibility Examination (MPRE) "Examinee's Report of Scores" from the National Conference of Bar Examiners.

NON-STANDARD TESTING FORMS

- _____ Petition for Non-Standard Testing
- _____ Signed and notarized
- _____ Attach Chart A for your Blind disability.
- _____ Attach Chart A for your Learning disability - **learning**.
- _____ Attach Chart A for your ADD/ADHD disability.
- _____ Attach Chart A for your Psychological disability - **psychological**.
- _____ Form B - Medical Disability Verification Form completed and signed by your healthcare professional for your Blind disability.
- _____ Copies of all records relied on by your healthcare professional in answering the inquiries on this form.
- _____ Form C - Learning Disability Verification Form completed and signed by your healthcare professional.
- _____ Copies of all records relied on by your healthcare professional in answering the inquiries on this form.
- _____ Form D - Attention Deficit Hyperactivity Disorder (ADHD) Verification Form completed and signed by your healthcare professional.
- _____ Copies of all records relied on by your healthcare professional in answering the inquiries on this form.
- _____ Form E - Psychological Disability Verification Form completed and signed by your healthcare professional.
- _____ Copies of all records relied on by your healthcare professional in answering the inquiries on this form.
- _____ Form F - Law School Official Form completed and signed by a law school official.
- _____ Form G - Statement of Bar Admissions Accommodations Form completed and signed by a bar admission official.

ATTACHMENTS – NON-STANDARD TESTING FORMS

- _____ Attach copies of your undergraduate, postgraduate and law school transcripts. These documents must be provided before the Board can consider your Petition.
- _____ Attach a copy of the official score report for the following:
- | Exam | Location | When |
|-------------------|---------------------------|-----------------|
| _____ LSAT | Brooklyn, New York | Jan 2008 |
| _____ MPRE | Brooklyn, New York | Jan 2008 |
| _____ SAT | Richmond, VA | Oct 2002 |
| _____ SAT | Richmond, VA | Jun 2002 |
- _____ Attach a copy of the official notice of accommodations **granted** to you for the following:
- | Exam | Location | When |
|-------------------|---------------------------|-----------------|
| _____ LSAT | Brooklyn, New York | Jan 2008 |
| _____ SAT | Richmond, VA | Oct 2002 |
- _____ Attach a copy of the official notice of accommodations **denied** to you for the following:
- | Exam | Location | When |
|-------------------|---------------------------|-----------------|
| _____ MPRE | Brooklyn, New York | Jan 2008 |
- _____ Attach a copy of the official notice of accommodations **granted/denied** to you by **Brooklyn University**.
- _____ Attach a copy of the official notice of accommodations **granted/denied** to you by **Brooklyn Law School**.
- _____ Attach a copy of the official notice of accommodations **granted/denied** to you by **New York and Maryland**.

CHARACTER & FITNESS QUESTIONNAIRE (CFQ)

_____ Original Character & Fitness Questionnaire

_____ Read and initial acknowledgement on the bottom of page 1 of the CFQ.

_____ Section 18 of CFQ - Character & Fitness Healthcare Form - Completed by the following licensed healthcare professional(s).

_____ **Dr. Hunt**

_____ **Dr. Stealth**

_____ Section 20 of CFQ – Handwriting Sample - completed in your own handwriting.

_____ Two (2) Original Authorization and Release Forms (last 2 pages of the CFQ) both with original signature and notarization.

ATTACHMENTS - CHARACTER & FITNESS QUESTIONNAIRE (CFQ)

_____ Copy of your **Birth Certificate** (NOT hospital, souvenir, or short form certificate) and a copy of your **Marriage Certificate** verifying **Jane Smith Doe** as your FULL LEGAL NAME.

_____ Affidavit of Immigration Status

_____ Signed and notarized.

_____ Copy of Valid **B-1** Immigration Visa.

_____ Copy of Current I-94 Arrival and Departure Record.

_____ Copy of Front and Back of Employment Authorization Card.

_____ Copy of Front and Back of my Social Security Card.

_____ Driving record from **MN, NH, NJ, NM** and **VA**, licensed states, (dated no more than sixty (60) days prior to submitting this CFQ). The driving record printout must include your name and personal/verifying information.

_____ **Copy of the NGB Form 22 (Report of Separation and Record of Service), or NGB Form 23 (Retirement Points Accounting), or it's equivalent.** For the following:

_____ **Army National Guard (June 10, 2006 - February 15, 2009)**

_____ **Statement of service signed by an official of your unit or headquarters which identifies your current active duty.** For the following:

_____ **Army National Guard - Active Duty (January 1, 1991 - Present)**

_____ Copy of the original warrant of arrest, indictment and all final sentencing orders for the following Criminal and Quasi-Criminal Court Proceedings:

_____ **Possession of Marijuana with Intent to Distribute: March 2008**

_____ Current FULL Credit Report (dated no more than 60 days prior to submitting this CFQ; obtained from **Experian, Equifax OR TransUnion ONLY**. Credit summary or profiles are NOT acceptable.)

_____ Copy of the court order regarding revoked credit card (if applicable).

_____ Copy of the court order regarding debts 90 days past due (if applicable).

_____ Copy of your bankruptcy petition, including a copy of all schedules and all orders entered in the case.

_____ Current documentation from your lender or servicer showing the status of each defaulted student loan.

MISCELLANEOUS**PRINT SINGLE SIDED ONLY**

Please use **Binder Clips ONLY** to bind your application materials. **DO NOT** staple, use label tabs, or three-hole punch your application materials.

Make a copy of your application and all supporting documents for your records. All documentation, once received, becomes the property of the Virginia Board of Bar Examiners. No original documentation will be returned. Should you need a copy of any documentation previously submitted to the Virginia Board of Bar Examiners, you will be required to submit a Request for a Certified Copy along with the applicable fee.

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SCHEDULE OF FEES

- Fees must be paid by **Certified Check, Cashier’s Check, or Money Order ONLY**.
- **Check(s) must be payable to “Virginia Board of Bar Examiners.” One check is acceptable.**
- **All fees are non-refundable.**

Please Note: Any applicant who submits a personal check, business check, or incorrect fee will have their payment returned. In addition, a **\$50.00 Incorrect Payment Fee** will be applied to the total amount due.

Application Type	Application Fee	Character & Fitness Fee	Total Fee
New Applicant	\$375.00	\$425.00	\$800.00
		Total Fees Due	\$800.00

Send all forms to:

VIRGINIA BOARD OF BAR EXAMINERS
 Office of the Secretary
 2201 West Broad Street
 Suite 101
 Richmond, Virginia 23220-2022

DO NOT WRITE BELOW THIS LINE

For Board Use Only

Jane Smith Doe
 123 Happy Street
 APT 155
 Richmond, VA 23220

BOARD USE ONLY	
REASON PAYMENT NOT ACCEPTED	
<input type="checkbox"/> Personal/Company Check <input type="checkbox"/> Incorrect Amount <input type="checkbox"/> No Payment Received <input type="checkbox"/> Other: _____	Fee: + <div style="border: 2px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>
Incorrect Payment Fee	+
Total Payment Due	<div style="border: 2px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>
Must be received within ten (10) days	

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