

The following pages contain the forms required to apply to the Virginia Board of Bar Examiners:

- **Checklist**
- **Schedule of Fees**
- **Application for Examination**
- **Petition for Non-Standard Testing Accommodations**
- **Character & Fitness Questionnaire**

ACKNOWLEDGMENT OF FILING

I understand that for my application to be considered timely filed, all forms must be signed and notarized, include the correct fee(s), and sent in accordance with §54.1-3925. _____ (Initial Here)

ACKNOWLEDGMENT OF CONTINUING DUTY

You have a continuing duty to inform the Board, in writing, of any change that would modify any of your responses. An Amendment/Update to an Application and/or Character & Fitness Form is available on the Board's website.

I understand that until I am licensed, admitted and registered as a member of the Virginia State Bar, I have a continuing duty to immediately report to the Virginia Board of Bar Examiners any change to my personal, educational, or professional status, including anything that would modify any of the responses on my Application or Character & Fitness forms. _____ (Initial Here)

FINAL PDF
PRINT SINGLE-SIDED ONLY

All forms, required attachments, and fee should be sent to:

Office of the Secretary
Virginia Board of Bar Examiners
2201 West Broad Street, Suite 101
Richmond, Virginia 23220-2022

VIRGINIA BOARD OF BAR EXAMINERS**2201 West Broad Street****Suite 101****Richmond, Virginia 23220-2022****804-367-0412**SSN Last 4 - 9999
NCBE - 12345678
NST – YES

Processor:

OFFICE USE ONLY
Version 4.1 - 19994**CHECKLIST****§ 54.1-3925. APPLICATION FOR EXAMINATION**

A person desiring to take an examination under this article shall file with the Board his application therefor in such form as the Board may require not later than May 10 for the next following July examination and December 15 for the next following February examination. An application shall be deemed to be timely filed if (i) it is 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 (ii) 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.

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.

- **All required forms and documents are contained in this Checklist.**
- **Initial each line below to confirm that you have completed and/or will include the item.**
- **Assemble your documents in the exact order listed.**

INITIAL EACH ITEM**FEES**

_____ **\$950.00 - 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, non-payment, or an incorrect fee amount.

_____ Schedule of Fees.

ACKNOWLEDGMENTS

_____ Acknowledgment of Filing bearing your initials (front page).

_____ Acknowledgment of Continuing Duty bearing your initials (front page).

CHECKLIST

_____ Submit all documents in the order listed (including Checklist).

FINGERPRINT CARD

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

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.

_____ 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.

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

_____ Original Certificate of Good Standing from the jurisdictions: **Massachusetts, Maine** 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 (electronic copy is not acceptable).

_____ Pending in **Ohio**. Upon admission you must submit an original Certificate of Good Standing. If your admission is still pending 30 days post-exam, you must provide a statement from **Ohio** updating the status of your application and character and fitness investigation.

PETITION FOR NON-STANDARD TESTING ACCOMMODATIONS (NST)

_____ Petition for Non-Standard Testing Accommodations.

_____ Signed and notarized.

_____ Acknowledgment bearing your initials (Page 1 of NST).

_____ **APPLICANT DETAILS** for your **Orthopedic Disability - Spondylosis**.

_____ **APPLICANT DETAILS** for your **Learning Disability - Dyslexia**.

_____ **APPLICANT DETAILS** for your **ADHD Disability**.

_____ **APPLICANT DETAILS** for your **Psychological Disability - Obsessive Compulsive Disorder**.

_____ **Form B - PHYSICAL DISABILITY VERIFICATION** completed and signed by your healthcare professional for your **Orthopedic Disability - Spondylosis**.

_____ Copies of all records relied on by your healthcare professional in answering the inquiries on this form.

_____ **Form C - LEARNING DISABILITY VERIFICATION** completed and signed by your healthcare professional for your **Learning Disability - Dyslexia**.

_____ 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** completed and signed by your healthcare professional for your **ADHD Disability**.

_____ Copies of all records relied on by your healthcare professional in answering the inquiries on this form.

_____ **Form E - PSYCHOLOGICAL DISABILITY VERIFICATION** completed and signed by your healthcare professional for your **Psychological Disability - Obsessive Compulsive Disorder**.

_____ Copies of all records relied on by your healthcare professional in answering the inquiries on this form.

- _____ **Form F – STATEMENT OF LAW SCHOOL ACCOMMODATIONS** completed and signed by a representative from your law school who is responsible for authorizing test accommodations.
- _____ **Form G - STATEMENT OF BAR EXAM ACCOMMODATIONS** completed and signed by a bar admission official.
- _____ Copies of your undergraduate, postgraduate, and law school transcripts. These documents must be provided before the Board can consider your Petition.
- _____ Copy of the official score report for the following:
- | Exam | Location | Month/Year |
|-------------------|---------------------|-----------------|
| _____ LSAT | Brooklyn, NY | Jan 2008 |
| _____ MPRE | Brooklyn, NY | Jan 2012 |
| _____ SAT | Richmond, VA | Mar 2003 |
| _____ SAT | Richmond, VA | Oct 2002 |
- _____ Copy of the official notice of accommodations **granted** for the following:
- | Exam | Location | Month/Year |
|-------------------|---------------------|-----------------|
| _____ LSAT | Brooklyn, NY | Jan 2008 |
| _____ SAT | Richmond, VA | Mar 2003 |
- _____ Copy of the official notice of accommodations **denied** for the following:
- | Exam | Location | Month/Year |
|-------------------|---------------------|-----------------|
| _____ MPRE | Brooklyn, NY | Jan 2012 |
- _____ Copy of the official notice of accommodations **granted/denied** by **Brooklyn University**.
- _____ Copy of the official notice of law school accommodations **granted/denied** by **Brooklyn Law School**.
- _____ Copy of the official notice of bar exam accommodations **granted/denied** by **New York** and **Maine**.

CHARACTER & FITNESS QUESTIONNAIRE (CFQ)

- _____ Original Character & Fitness Questionnaire.
- _____ Acknowledgment bearing your initials (Page 1 of CFQ).
- _____ Section 17.1 of CFQ - Character & Fitness Healthcare Form - completed by the following licensed healthcare professional(s).
- _____ **Dr. Nancy Altman**
- _____ Section 17.2 of CFQ - Character & Fitness Healthcare Form - completed by the following licensed healthcare professional(s).
- _____ **Dr. Matthew Fellows**
- _____ Section 19 of CFQ - Handwriting Sample - completed in your own handwriting.
- _____ Two (2) original Authorization and Release Forms (last two 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 **Divorce Decree** 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 Social Security Card.
- _____ Copy of the NGB Form 22 (Report of Separation and Record of Service), or NGB Form 23 (Retirement Points Accounting), or its equivalent. For the following:
- _____ **Army National Guard (July 10, 2003 - September 14, 2005)**
- _____ Copy of your latest annual points statement and evidence of honorable service. For the following:
- _____ **Army Reserve (October 15, 2005 - October 15, 2009)**
- _____ All documents pertaining to your conditional admission to the jurisdiction of: **Maine**.
- _____ Driving record from **VA** (dated within sixty (60) days of the date of filing this CFQ). The driving record printout must include your name and personal/verifying information.
- _____ 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: November 2007**
- _____ **Assault: March 2016**
- _____ FULL Credit Report (dated within sixty (60) days of the date of filing this CFQ); obtained from **Experian, Equifax OR TransUnion ONLY**. Credit summary or profiles are NOT acceptable.
- _____ Copy of the court order regarding unsatisfied judgments against you.
- _____ Copy of your bankruptcy petition, including a copy of all schedules and discharge of debt.
- _____ 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 to keep 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 and the applicable fee.
- _____ **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.
- _____ **Receipt of Application.** An email will be sent to the email address provided in your application, within 30 days of the filing deadline, acknowledging your application has been received and timely filed.
- _____ **Application Processing.** An email will be sent, no later than the first day of the month of the exam, informing you of the status of your application and any outstanding requirements.

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.

Application forms should be **filed no more than 90 days prior to the filing deadline**, but must be filed by the statutory filing deadline in accordance with § 54.1-3925 of the Code of Virginia.

SAMPLE

SCHEDULE OF FEES

- Fees must be paid by **Certified Check, Cashier’s Check, or Money Order ONLY.**
- **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, incorrect fee, or no payment will be subject to a **\$50.00 Incorrect Payment Fee.**

***** NO PERSONAL OR COMPANY CHECKS *****			
Application Type	Application Fee	Character & Fitness Fee	Total Fee
New Applicant	\$475.00	\$475.00	\$950.00

Send all forms to:
Office of the Secretary
Virginia Board of Bar Examiners
2201 West Broad Street
Suite 101
Richmond, Virginia 23220-2022

DO NOT WRITE BELOW THIS LINE

For Board Use Only

Jane Smith Doe
 PO Box 123
 Richmond, VA 23226

BOARD USE ONLY	
REASON PAYMENT NOT ACCEPTED	
<input type="checkbox"/> *Improper Payment _____ <input type="checkbox"/> Incorrect Amount _____ <input type="checkbox"/> No Payment Received _____ <input type="checkbox"/> Other: _____	Fee:
Incorrect Payment Fee	+
Total Payment Due	<div style="border: 2px solid black; width: 100px; height: 20px;"></div>
Must be received by _____	

SSN Last 4 - 9999 NCBE - 12345678 NST - YES	Processor: <div style="border: 1px solid black; width: 100%; height: 40px;"></div>
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