

Virginia Board of Bar Examiners

**Application for
Military Spouse Provisional Admission
COVER PAGE**

**Please review the checklist
for instructions and required documentation.**

SAMPLE

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

NCBE - 12345678	Processor:
OFFICE USE ONLY Version 4.1 - Submitted November 6, 2018 - 19993	

**APPLICATION FOR MILITARY SPOUSE
PROVISIONAL ADMISSION**

**For Admission to Practice in the Commonwealth
Pursuant to Rule 1A:8 of the Supreme Court 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** as it appears on your birth certificate or name change order. Initials are not acceptable unless initials are part of your full legal name. If you are married and if you 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 if you so choose.

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.

YES 1.5 Are you currently employed?
 Position **Attorney**
 Employer **Jones, Jones & Jones**
 Street **123 West Street**
 City **Richmond** State **VA** ZIP **23220**
 Phone number **(804) 555-1212** Fax number **(804) 555-1213**
 Supervisor or Department **Mr. Jones** Email Address **jonesIII@jones.com**

All correspondences with be sent to your **Mailing address**.

Section 2 – Minimum Threshold Requirements

If you answer **NO** or **FALSE** in Section 2 - Minimum Threshold Requirements, you **do NOT qualify** for Military Spouse Provisional Admission.

I hereby represent, as a part of my application for Military Spouse Provisional Admission to the Virginia bar, that I have read Rule 1A:8 of the Rules of the Supreme Court of Virginia, effective July 1, 2014, and satisfy every requirement for eligibility to apply for Military Spouse Provisional Admission, including without limitation, the following:

- YES 2.1** I have been admitted by examination to practice law before the court of last resort of a state or territory of the United States or the District of Columbia.
- YES 2.2** I hold a Juris Doctor degree from a law school that was approved by the American Bar Association at the time of my graduation.
- YES 2.3** I have achieved a score of 85 or greater on the Multistate Professional Responsibility Examination.
- YES 2.4** I am an active member in good standing and hold an unrestricted license to practice law in at least one state or territory of the United States or the District of Columbia.
- YES 2.5** I am a member in good standing in all jurisdictions where I have ever been admitted.
- True 2.6** I am not currently subject to lawyer discipline or the subject of a pending disciplinary matter.
- YES 2.7** I am the dependent spouse of an active duty service member of the United States Uniformed Services as defined by the Department of Defense (or, for the Coast Guard when it is not operating as a service in the Navy, by the Department of Homeland Security) and that my service member spouse is on military orders stationed in the Commonwealth of Virginia or the National Capitol region, as defined by the Department of Defense.
- YES 2.8** I physically reside within the Commonwealth of Virginia.
- True 2.9** I have never failed the Virginia Bar Examination.
- YES 2.10** I have completed/will complete twelve (12) hours of instruction approved by the Virginia Continuing Legal Education Board on Virginia substantive and/or procedural law, including four (4) hours of ethics, within the six-month period immediately preceding or following the filing of this application.
- YES 2.11** I have read and am familiar with the Virginia Rules of Professional Conduct.

Section 3 – Additional Information

- 3.1** I received a Juris Doctor degree from:
- Law school: **Brooklyn Law School**
- Degree date: **January 15, 2012**
- School code: **6**

YES 3.2 Have you ever been admitted to any jurisdiction by examination?

List each jurisdiction where you have been admitted by examination

Jurisdiction	Application date	Admission status
Maine	October 15, 2016	Active
Massachusetts	December 15, 2012	Suspended*
New York	December 15, 2012	Retired

NO 3.3 Have you ever been admitted to any jurisdiction other than by examination?

Section 4 – Required Attachments

The following documents **are required to be filed** as part of every **Military Spouse Provisional Admission**.

- YES 4.1** As proof of my Juris Doctor degree from an American Bar Association approved law school, I attach hereto an official transcript from such law school, which shows all course work completed, grades received, and the type of degree awarded. (Transcripts must be under school seal and signed by the law school dean or registrar).
- YES 4.2** As proof of my having achieved a passing score on the Multistate Professional Responsibility Examination (MPRE), I have requested such MPRE Score Report be sent to Virginia.
- YES 4.3** As proof of my being a member in good standing in all jurisdictions where I have ever been admitted, I attach an original Certificate of Good Standing, dated within 90 calendar days prior to submission, from the court of last resort for each such jurisdiction.
- YES 4.4** As proof of my disciplinary status in all jurisdictions where I have ever been licensed, I attached an original Certificate of Discipline, dated within 90 calendar days prior to submission, from the disciplinary authority that handles complaints against lawyers. Such certificate must provide all relevant information, reports, findings, documents and correspondence of any kind concerning my performance as a lawyer.
- YES 4.5** As proof of my good character and fitness, I attached a signed and notarized Character and Fitness Questionnaire, with all required attachments.
- YES 4.6** As proof of being a dependent spouse of an active duty service member with military orders to be stationed in the Commonwealth of Virginia or National Capitol region, I attach a copy my spouse's military orders and a copy of my military dependent ID card.
- YES 4.7** As proof of my physically residing in Virginia, I attach a copy of one of the following documents showing my name and physical Virginia address: Virginia driver's license, rental lease, mortgage statement, utility bill, or other documentation which may be approved by the Virginia Board of Bar Examiners.
- YES 4.8** As proof of my completing 12 hours of Virginia Continuing Legal Education, including 4 hours of ethics, in accordance with Rule 1A:8(2)(k), I attach or will submit upon completion the Military Spouse Provisional Admission (MSPA) Course Affidavit and the Virginia MCLE Board Certification of Attendance.

- YES 4.9** As proof that I have read and am familiar with the Virginia Rules of Professional Conduct (VRPC), I attach the VRPC Affidavit (will print with application).
- YES 4.10** In accordance with Rule 1A:8(4), Supervision of Local Counsel, I understand that before my Military Spouse Provisional Admission application can be approved, my Local Counsel must complete the Local Counsel Affidavit and submit the completed Affidavit to the Virginia State Bar, 1111 E. Main Street, Suite 700, Richmond, VA 23219, with a copy to the Board of Bar Examiners.
Please note: After receipt of the Local Counsel Affidavit, the Virginia State Bar will notify the Board of Bar Examiners that your Local Counsel is a member in good standing and meets the requirements to become your Local Counsel supervisor.
- YES 4.11** I will submit a **cashier's check, certified check or money order** made payable to "Virginia Board of Bar Examiners" in the amount of \$400. **No personal, firm or company checks accepted.** This filing fee covers the cost of processing the application, preparation of the Character Report and investigation of matters contained in the completed Character Report. I understand that this filing fee is **non-refundable** and that it is my responsibility to determine that I have satisfied all threshold requirements before submitting my application. In the event my application for a Military Spouse Provisional Admission in Virginia is denied and I decide to sit for the Virginia Bar Examination, I acknowledge that I must submit a separate bar exam application and pay the appropriate filing fees.

Authorization and Release

By filing this application, I hereby:

YES 5.1 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 5.2 (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

===== 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)

VIRGINIA RULES OF PROFESSIONAL CONDUCT (VRPC) AFFIDAVIT

I, **Jane Smith Doe**, after first being duly sworn, certify that I have read and I am familiar with the Virginia Rules of Professional Conduct (VRPC).

Signature of Applicant

===== SECTION BELOW MUST BE COMPLETED BY 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 the foregoing affidavit 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)

Revised October 2018