

Virginia Board of Bar Examiners

# Re-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 Re-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 - N12345678  
 NST – YES

Processor:

OFFICE USE ONLY  
 Version 4.1 - 19843

**RE-APPLICATION FOR EXAMINATION**

I, **Jane Smith Finnegan**, 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.

I have previously taken the following bar exam(s):  
**February 2018**

**Section 1 - Personal Information**

1.1 Full legal\* name

**Ms. Jane Smith Finnegan**  
 Title First name Middle name Last name Suffix

\*You must apply in your **FULL LEGAL NAME**. If the name listed above is different than your name when you last applied for the Virginia Bar Exam, you must enclose a certified copy of your marriage certificate, divorce decree or name change order that stipulates your new name. 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 **5000 1st St**  
 City **Richmond** State **VA** ZIP **23220**  
 Daytime phone **(804) 555-3928** County **Richmond City**  
 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](http://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 **previously submitted** the required Petition for Non-Standard Testing Accommodations and all other supporting documentation, and I will enclose my Petition for Non-Standard Testing Accommodations Update Form.

## 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 previously submitted 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
<b>New York</b>	<b>Other*</b>	<b>YES</b>
Explanation for Other* status: <b>Retired</b>		
<b>Massachusetts</b>	<b>Suspended*</b>	<b>YES</b>
Explanation for Suspended* status: <b>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.</b>		
<b>Maine</b>	<b>Active</b>	<b>YES</b>

**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
<b>Ohio</b>	<b>Exam</b>	<b>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 it. To date, I have not attempted to sit for the exam, so it remains pending.</b>

**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: **I previously submitted my original MPRE Score from the National Conference of Bar Examiners.**

**YES 5.2** I previously submitted one set of fingerprints.

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

**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.

**YES 6.3** I hereby certify that within the four months preceding the upcoming examination, I will study diligently, not less than 90 hours, in preparation therefor.

6.4 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 6.5 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 6.6 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 6.7 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.

**Section 7 – Authorizations and Agreements**

**YES 7.1** By filing this application, I hereby:

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.

\_\_\_\_\_  
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 Finnegan**  
\_\_\_\_\_

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)

Revised October 2018

**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 Finnegan**

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.**