

# Virginia Corporate Counsel, Part I Application Instructions

## 1. Read Before You Begin

Read Supreme Court of Virginia Rule 1A:5 and the full [Virginia Corporate Counsel, Part I \(VCC\) Application Instructions](#) before starting your Application.

## 2. Application Process Overview

- Complete the online VCC Application and Character & Fitness Questionnaire.

Note: When the Application is complete, you will see a green check on your User Home page. If any answers are missing, you will see a red exclamation point (!). Click the exclamation point to see which sections are missing answers. You may stop and save your progress at any time while completing your Application.

- Upload all required documents before submitting your Application online.
- Submit online, then print (single-sided) and mail the Application, Character & Fitness Questionnaire, fee, and all required/additional documents (e.g., driving record, credit report) to the Board's office. **Note: Your Application will not be considered properly filed until the printed Application, Character & Fitness Questionnaire, fee, and all documents are received by the Board's office.** Incomplete or inaccurate submissions may delay processing or affect character and fitness review.

## 3. Required & Additional Documents

You **must upload and mail** all documents with your Application and Character & Fitness Questionnaire to the Board's office.

Click the "Required Documents" button on your User Home Page to upload documents.

For information regarding the documents below, click [here](#).

### **Required Documents**

- NCBE Number confirmation
- Driving record(s)
- Credit report
- Birth certificate or proof of citizenship/immigration status
- Certificate(s) of Good Standing from every jurisdiction of licensure
- Certificate(s) of Discipline
- Legal education documentation

- Virginia Rules of Professional Conduct Affidavit (original)
- Affidavit of Employer (original)
- Authorization & Release Form (original)
- Application fee (money order, cashier's check, or certified check only)

**Additional Documents (if applicable)**

- Authorized Person Form (original)
- Marriage certificate, divorce decree, or name change order
- Military service records
- Court records for criminal matters, judgments, or liens
- Bankruptcy or defaulted student loan documentation
- Character & Fitness Healthcare Form

#### 4. Mailing Your Application & Documents

You must print and mail your completed Application forms, with fee and all required/additional documents to the Board's office:

Office of the Secretary  
Virginia Board of Bar Examiners  
2201 W. Broad Street, Suite 101  
Richmond, VA 23220

The Board does not confirm receipt by phone. Mail your Application using a method that allows for tracking.

**Note:** It may take a couple of weeks to process your fee payment.

#### 5. Amending Your Application

To make changes after submission, log in to your account and select "Amend Application" to submit an addendum.