

Bar Exam Application Instructions

1. Read Before You Begin

Read the [Rules of the Virginia Board of Bar Examiners](#) (Rules) and the full [Bar Exam Application Instructions](#) before starting your Application.

2. Application Process Overview

- Complete the online Bar Exam Application and Character & Fitness Questionnaire.
- Upload all required documents before submitting your Application online.
- After submitting your Application and Character & Fitness Questionnaire online, print a single-sided copy and mail it to the Board's office, along with the applicable fees and all required/additional documents (e.g., driving record, credit report), by the statutory filing deadline, in accordance with [§ 54.1-3925](#) of the Code of Virginia.

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. Online Application Notes

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.

4. 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 for ALL bar exam applicants

Application fees (money order, cashier's check, or certified check only)

Government-issued Photo ID

Passport Photos

NCBE Number confirmation

MPRE Score Report (if taken and not previously submitted)

Driving Record(s)

Credit Report

Handwriting Sample

Authorization & Release Form (original)

Required documents for all FIRST-TIME bar exam applicants

Fingerprint Card

Education Verification Documents

Birth Certificate, Naturalization, or Immigration Documentation

Required documents depending on your response to certain questions

Petition for Non-Standard Testing Accommodations

Certificate(s) of Good Standing

Certificate(s) of Discipline

Option 2B – Transferred MBE Score

Option 3 – Verification of Bar Passage Form

Marriage Certificate, Divorce Decree, or Name Change Order

Military Service Records

Non-U.S. Citizen – Immigration Documents

Court Records for Criminal Matters, Judgments, or Liens

Bankruptcy Petition

Defaulted Student Loan Documentation

Character & Fitness Healthcare Form

5. Mailing Your Application & Documents

You **must print and mail** your completed Application forms, with fees and all required 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.

Application forms must be filed by the statutory filing deadline in accordance with [§ 54.1-3925](#) of the Code of Virginia.

6. Amending Your Application

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