



## **Admission on Motion Application** **Supporting Documentation Checklist**

*Refer to Arizona Supreme Court Rule 34(f)*

This list is being provided to assist in advance-planning for completing an Admission on Motion Application. Other than the fingerprint card, all supporting documentation must be completed and uploaded online.

1. Evidence of graduation with a JD degree from an ABA-approved law school. You may submit one of these three forms of proof:
  - Photo copy of diploma, showing name, date and degree (*copy allowed*)
  - Official and currently dated letter from your law school attesting to the date your JD was conferred, or
  - Official transcript issued by law school indicating date JD conferred
2. Evidence of admission by bar examination - You may submit one of these two documents of proof:
  - Official document issued by admitting authority of the jurisdiction proving you passed the bar examination and were admitted, or
  - Official document from the jurisdiction or NCBE proving you passed the Uniform Bar Examination
3. Certificate of good standing from every jurisdiction admitted
  - Must be dated no earlier than 60 days prior to application
  - Must indicate date of admission and reflect current good standing
  - Must be an official document
  - Suspended licenses are ineligible
4. Disciplinary history from every jurisdiction admitted (*official document required*)
  - Must be dated no earlier than 60 days prior to application
  - Must indicate disciplinary history in that jurisdiction
  - Must list grievances filed and disposition, if any
5. Certified driving history from every state in which you have held a driver's license for the past 7 years (*copy allowed*)
  - Must be official document issued by the jurisdiction for the longest period of time offered

6. Photo:

- Full face view, directly facing the camera, with a neutral expression and both eyes open.
- Color photo.
- Photo must show only you in front of a plain white background.
- Have uniform lighting - the photo must not show shadows or shadowing of facial features.
- Glasses are permitted; however, glare in the photo is not acceptable (glare can be avoided with a slight downward tilt of the glasses or by turning off the flash).
- No hat or head covering unless worn for religious purposes.
- 300 x 300 square once uploaded.
- Photo file type must be a .png, .jpg, or .jpeg
- Taken within the past 6 months to reflect your current appearance. If your photo is over 12 months old or your appearance has changed, you are required to upload a new photo that reflects your current appearance. To do so, you can use the “Upload Photo” button in the UPLOAD YOUR PHOTO box on your user homepage.

7. Completed fingerprint card with ink prints (*original required*)

- THIS IS THE ONLY DOCUMENT TO BE MAILED TO OUR OFFICE. The standard FBI blue and white fingerprint card, on heavy stock, is available from Attorney Admissions by emailing a request, along with your current mailing address to [attorneyadmissions@courts.az.gov](mailto:attorneyadmissions@courts.az.gov). Please put “Fingerprint Card Request” in the subject line of your email
- Live-scan or ink prints must be affixed to the card. The completed fingerprint card must be mailed so that it arrives within 5 days of your application submission to ensure timely processing. Do not mail the completed fingerprint card until you have submitted and paid for the Admission on Motion Application

**Mail completed fingerprint card to:**

Arizona Supreme Court  
Attorney Admissions  
1501 West Washington Street,  
Suite 104  
Phoenix, AZ 85007

8. Copies of pleadings and final judgment from every legal or administrative action in which you have been a party, including civil (*past seven years*) and criminal (*either as an adult or a juvenile*)

- Examples include, but are not limited to, divorce, name change, complaints against professional license, actions for debt/payment, all lawsuits (*copies allowed*)

9. Earned a minimum score of 85 on the MPRE

- Copy of **official** MPRE score report are request are available on the NCBE website at [www.ncbex.org](http://www.ncbex.org), or
- Original letter from the jurisdiction you were admitted indicating scaled score of 85 or greater

10. If a US citizen, a copy of your birth certificate, passport information page, valid driver’s license, completed I-9, or certificate of naturalization (*copies allowed*). If not a US citizen, a copy of all immigration documentation (*copies allowed*)

11. If a veteran, a copy of your DD-214, “Report of Separation” (*copy allowed*)