



Uniform Bar Examination Transfer Application Checklist

NOTE: Pursuant to Ariz. Sup. Ct. Rule 37(a)(3): An applicant must take the oath of admission and be admitted to practice of law within five years prior to the date when the UBE Score was earned. This means your background investigation must be completed before the date of your exam. If you have not submitted your application at least 6 months prior to your score expiration date, you may not be eligible for admission and no refund is permissible in accordance with the admission rules.

The following information must be provided in order to complete timely processing of your application. You will be prompted to attach/upload some of these documents where applicable within the online application.

1. An official UBE score transcript from NCBE showing a minimum score of 273 prior to the July 2023 test administration or 270 for the July 2023 test administration or subsequent administrations earned within five years prior to the taking the oath of admission and being admitted to the practice of law in Arizona. An applicant who failed to earn the minimum acceptable score within 6 attempts, regardless of where the uniform bar examination was taken, shall not be eligible for UBE score transfer and must test in Arizona. Instructions for submitting a request for an official UBE transcript can be found on the UBE Score Transcript Services page on NCBE's website.
2. 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
3. Evidence of a minimum score of 85 on the MPRE taken within 8 years before the successful bar examination or within the time frame for taking the oath of admission.
 - Copy of official MPRE score report - available on the NCBE website at www.ncbex.org -
 - Letter from the jurisdiction you were admitted indicating scaled score of 85 or greater.
4. Certificates 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

5. Disciplinary history from every jurisdiction admitted
 - 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
6. 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
7. 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
8. 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. 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
9. Lawful Status: If a US citizen, a copy of your birth certificate, passport information page, valid driver's license, or certificate of naturalization. If not a citizen of the US, provide copies of official documentation of immigration status.
10. Residence addresses for last ten years (or since age 21, whichever period is shorter).

11. DD214 (if discharged from active-duty military).
 - Discharge papers from military reserve components.
 - Documentation of military discipline.
12. 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)