



## Uniform Bar Examination Application Supporting Documentation Checklist

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

- [NCBE Number](#)
- [Declaration](#) (must be notarized)
- [Authorization and Release](#) (must be notarized)
- [Code of Conduct](#) (each item must be initialed, and document must be signed and dated)
- [Non – Communication Agreement](#) (must be signed)
  
- Evidence of Graduation** - A Juris Doctor degree from an ABA-approved law school. If you do not hold a Juris Doctor from an ABA approved law school, you must submit an affidavit indicating you have been actively engaged in the practice of law in some other U.S. state or states for at least three of the past five years prior to filing an application of admission by examination. Please see the [Resources](#) page on our website.

**If you are awaiting JD conferral and anticipate having it prior to the exam administration** you are applying for, you must **upload a place-holder document including your name, law school, and anticipated graduation date**. This is an application placeholder only; it does not satisfy the evidence of JD requirement for certification.

**Upon JD conferment you must update your application before February 1<sup>st</sup> for the February exam administration or June 15<sup>th</sup> for the July exam administration with one of the three options below:**

**Option 1:** Upload a **photocopy of your diploma** clearly showing award of Juris Doctor on specific date.

**Option 2:** Upload **official verified transcript** indicating date Juris Doctor conferred, or

**Option 3:** Upload a **currently dated official letter from your law school** attesting to date your Juris Doctor was conferred.

**WARNING:** If you do not update your application with the required documentation by the deadline shown above, you will not be eligible to sit for the exam. *See* Ariz. R. Sup. Ct. 34(d)(1) and Administrative Order 2011-141.

- Photograph** - Your uploaded photo must meet the following requirements:
  - 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.
- Completed fingerprint card** - 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 Bar Exam Application.

**Mail completed fingerprint card to:**

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

- Proof of Age and Lawful Status** – Government issued photo identification establishing age and lawful status in the United States.
- ADA Testing Accommodations** – Complete request including all required forms and supporting documentation will be submitted with the exam application online and is subject to exam application filing deadlines and fees. *See* Ariz. R. Sup. Ct. (35(b)(5) and Administrative Order 2011-141. [View the Testing Accommodation checklist here.](#)
- Non-ADA Accommodations** – For individuals **without** disabilities whose health condition is such that might require access to prohibited items during the bar examinations, this form is due at time of application and may require treating physician signature. Any items that are not on the list below are prohibited. [Access the Non-ADA Accommodation Request Form here.](#)

**Permitted Items:**

- Wallet
- Money, credit card
- Government issue ID for entry
- Keys
- Non-digital (analog) wristwatch
- Sunglasses, eyeglasses, contact solution, eyedrops
- Prescription Medication(s) with prescription label
- Non- Prescription Medication(s) – removed from packaging
- Feminine hygiene products
- Transparent water bottle(s) – with no label or writing

- Laptop, power cord, wired mouse, wired keyboard – MEE and MPT test day if laptop certified

**Additional Documentation Required Prior to Admission to the Practice of Law in Arizona:**

- Valid MPRE Score** - Evidence of acceptable minimum scaled score of 85, taken within 8 years of the successful bar examination or within the time frame for taking the oath of admission. *See* Ariz. R. Sup. Ct. 35(b)(8). To request NCBE to send a score report or to register to take the next scheduled MPRE [click here](#).
- Completion of Arizona Law Course** - For registration information on how to fulfill this requirement, please go to the following link, where you will find information allowing you to view video modules, from your computer in any location. Your completion of all online modules triggers an internal notice to our staff. You are not required to upload or submit a certificate of completion. [Click here to register](#).
- Character and Fitness Application** -Not required to be filed with your exam application. Applicant can be certified to sit for the bar examination without having filed the Character and Fitness Application.
- Certificate of Standing** - if the applicant has been previously admitted to practice law in any jurisdiction, foreign or domestic, the certificate of the appropriate court agency(ies) or the mandatory bar association, whichever has custody of the roll of attorneys in such jurisdiction, indicating the date of admission and that the applicant is presently in good standing, or that the applicant resigned in good standing or is capable of achieving good standing status in that jurisdiction;
  - 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