As you finalize your bar applications, please make sure you have all of the following before you submit.

The following are sent with your application:

* Passport photo.
* Summary Card (this is where you staple your passport photo) – available on the North Carolina Board of Law Examiners Website “NCBLE”.
* Authorization for Fingerprints – available on the NCBLE Website.
* Two Fingerprint Cards Completed. (May be obtained at CCBI)
* Certified Copy (meaning has a state seal) or Original Birth Certificate.
* Copy Marriage License (ONLY required for those who need to show a name change).
* Copy of Requests for all Transcripts. \*\*The transcript(s) is sent directly to the bar examiners.
* Certified copy of COMPLETE driving records from all states where you have had a driver’s license. Complete history can be requested online in NC.
* All court records required (criminal or civil). These must be certified.
* Completed Handwriting Sample (prints when you finalize your application)
* Sign the authorizations at the end of the application. (prints when you finalize your application)
* Form DD214 if applicable. (Military Discharge)
* Documentation from lender for student loan status.
* No copy of your law school application – we do that for you. UNLESS you transferred from another law school. If you attended another school for any period of time you will need a copy of the application.
* Signed and Notarized application.
* Print application double sided (follow instructions carefully).
* Submit the original plus one complete copy (Also double sided)
* Keep copies of everything for your records!
* **Enclose your CHECK!!**

**The following are sent directly to Bar Examiners:**

* Transcripts.
* 4 Certificates of Moral Character (1 from each of your 4 references). NCBLE website.

SUGGESTED TIMELINE:

September- Review blank application to get overview. Complete all addresses and employment history.

October-send for all documents needed (driving records, transcripts, court records, birth certificate) and give your certificates of moral character to your references.

November-Gather your financial information, run a credit report on yourself, and then begin to fill out application online.

December- do a final review and make an appointment to have your application notarized with Ms. Hinds-Glick or another notary.

Please make an appointment with me if you need to discuss an application for a state other than North Carolina.