

## General Application Instructions

**Please read these instructions carefully prior to starting your application. Failure to follow these instructions and/or failure to promptly correct any deficiencies will affect your application's processing time. Your failure to read and follow these instructions may also reflect poorly on your character and fitness to practice law.**

These instructions are intended to provide an overview of the process of filing your application to be admitted to the Utah State Bar ("the Bar"). Prior to starting your application, it might be helpful to review Article 7 of the [Rules Governing the Utah State Bar](#) to determine what kind of application you should be filing. For example, an application for admission by exam will provide different information than an application for admission based on reciprocity or a passing UBE score. Article 7 will also help applicants to better understand the duties and responsibilities of an applicant requesting admission to the Utah State Bar.

### **I. How to Start an Application for Admission**

To start an application, please register for an account on the [Admission's website](#). After you have registered for an account, you can begin your application.

### **II. How to Successfully File a Complete Application**

The importance of an applicant's preparation before filing an application cannot be overstated. The Office of Admissions will reject any application that has been submitted but is found to have significant deficiencies. Therefore, it is in the applicant's best interest to carefully review the application materials using the "Browse Forms" link on the [application page](#) before filling out the application. The better prepared an applicant is, the easier the application process will be.

**Please read the following five steps to successfully file a complete application before you start your application.**

#### **A. Filing the correct application**

The Rules of Admission include eight different application types, but the majority of the applications we receive are from [student](#) and [attorney](#) bar exam applicants, attorneys requesting admission by [motion/reciprocity](#), admission by [UBE score transfer](#), and admission as [House Counsel](#).

Please review the requirements for each application type closely to make sure that you are filling out the correct application. This will decrease the likelihood of processing delays that may arise if you do not meet the eligibility requirements for the type of admission you are requesting. Once you have determined the correct application type, click the "Apply" button to complete the

**B. Complete the Character and Fitness Questionnaire**

The Character and Fitness Questionnaire is extremely detailed and will require you to provide specific information about your address history, your employment history, criminal records, traffic citations, and civil cases. You can review the [Questionnaire](#) on our website. Each section of the Questionnaire is listed in a pull down menu on the left-hand side of the page.

**C. Upload All Required Forms and Documentation**

As noted above, you will be required to upload both the Verification and the Acknowledgment.

If there are any deficiencies in your application, you may be contacted to provide more information. The Office of Admissions will not continue to process your application unless and until all of the necessary information is provided, so it is in your best interest to promptly respond to any such requests, whether they come from the Office of Admissions or the NCBE.

The applicant alone carries the duty to ensure all required documentation has been submitted in a timely manner. Failure to resolve deficiencies may result in a delay processing your application and/or your application being rejected as incomplete. If an applicant for admission by examination has not resolved deficiencies at least 30 days prior to the examination, their application will be held in abeyance and transferred to the next scheduled Bar Examination.

**D. Submit Your Application and Pay Application Fee**

Once you are certain that your application is complete and you have uploaded the required documents, you may submit your application and pay the filing fee through the Admissions website. For information about application fees, please see the [schedule of fees on our website](#).

**E. Request a Character and Fitness Report from the NCBE**

All applicants must complete a request preparation of a character and fitness report by the [NCBE Investigative Services](#). Applicants will receive an email from the NCBE with instructions about how to complete the request within 7-10 days from the date the application was filed. Applications will not be accepted for processing until Admissions is notified that a report has been requested.