

GENERAL APPLICATION CHECKLIST

Review this checklist carefully. It is your complete responsibility to ensure that all required documentation has been uploaded and/or received by the Bar before any applicable deadlines.

Please be mindful that failure to submit a COMPLETE application (including all required documentation) will result in a significant delay in the processing of your application and the applications of others.

Unless otherwise stated, the documents below must be received by the Bar before your application will be considered complete and filed.

Documents in *Italics* do not need to be received before you submit your application but **MUST** be received before your application can be approved for admission.

All documents should be uploaded by the applicant EXCEPT (1) six signed character reference forms, (2) the Certificate of Law School Graduation (a hard copy must be sent by the law school directly to Admissions), and (3) any score reports including the MPRE and UBE (these are sent by the NCBE directly to the Bar).

Documents required of all applicants:

- Online [Application](#).
- Passport-style photograph uploaded (neutral background with no one else in picture)
- [Applicant Verification and Acknowledgment](#) (signed in pen and notarized less than 60 days before submitting the application).
- [Authorization and Release](#) (signed in pen and notarized less than 60 days before submitting the application).
- [FBI Background Check](#) Report dated less than six months prior to submitting the application, OR FBI Criminal Background Report [Declaration](#) (signed in pen with proof of mailing attached) until FBI Background Report is received and uploaded.
- Three-year DMV/[driving record](#) from every state in which you have held a license in the last three years (dated less than 60 days before submitting the application).
- Proof of Citizenship or eligibility to work (passport, birth certificate, naturalization certificate, Permanent Resident Card, Work Visa, Student Visa). Please note that a driver license does not prove citizenship or eligibility to work.
- Six [Character References](#) in signed and sealed envelopes; two general, two attorneys, and two employers (submitted to the Bar in a single packet). Please do not contact Admissions to verify receipt. You are expected to track delivery/receipt of this packet through the mail carrier (or you can deliver it in person).
- [Certificate of Law School Graduation](#) (completed and mailed by law school) – EXCEPT law students who will not graduate until after the application deadline.
- [MPRE Score Report](#) (sent directly to Admissions from the National Conference of Bar Examiners or NCBE) [with a score of at least 86](#).

- ATTORNEYS ONLY: Certificate of Good Standing AND disciplinary history (or its equivalent) from **every jurisdiction** in which you are licensed including the USPTO ([Certificate of Good Standing](#) and copy of [disciplinary history search](#) results) and the [United States Tax Court](#) (dated less than 60 days before submitting the application).

IF APPLICABLE:

- [Bankruptcy](#) documentation
- [Bar complaint documentation](#) including the complaint and the final resolution, or your efforts to obtain the documents if they are no longer available
- Child Support documentation with proof that payment obligations are up to date ([Utah ORS](#))
- Civil court case documentation involving individuals or businesses including pleadings, motions, and final dispositions (([Utah Xchange](#)))
- Criminal court case documentation including final disposition, and police reports ([Utah Xchange](#))
- Divorce documents including Petition, Motions, Stipulated Agreement, Decree of Divorce, etc. ([Utah Xchange](#))
- Documentation related to contempt actions
- Documentation related to discipline or an investigation conducted by the [LSAC](#), a college, or a law school
- Documentation related to failure to comply with court order(s) including a warrant ([Utah Xchange](#))
- Current copy of business or professional license
- Documentation relevant to action taken against a professional license
- [Military documentation](#) including current status or discharge papers such as [DD-214\(s\)](#) and/or OER(s) or NCOER(s)
- Spousal Support (alimony) documentation with proof that payment obligations are up to date
- Tax lien documentation including proof that lien has been lifted or is being addressed from both State and [Federal](#) entities

Documents specific to an application type:

Exam Applicants Only:

IF APPLICABLE

- [Courtesy Provisions for Health-Related Conditions](#)
- [Medical Alert Form](#)
- [Acknowledgement of Participation in Laptop Program](#)
- [Test Accommodation Forms](#) under the [Americans with Disabilities Act](#) (including diagnoses and documentation from qualified medical professionals who use objective tests to diagnose qualified disabilities, and to make specific and supported recommendations). Please review [Rule 14-706](#).

Note to Applicants requesting Test Accommodations:

Test accommodation requests are processed separately from the Bar application; if you submit an incomplete test accommodation request, it will not prevent your Bar application from being

approved. However, keep in mind that test accommodation documentation is subject to the **same deadlines** as the Bar application.

Motion/Reciprocity Applicants Only ([List of reciprocal jurisdictions](#))

- [Active Practice Questionnaire](#) (signed in pen) and supporting proof of full-time employment as an attorney for the time period specified in [Rule 14-705](#) (*see also* [Rule 14-701](#)).

UBE Transfer Applicants Only ([List of UBE jurisdictions](#))

- [UBE Transfer Questionnaire](#) (signed in pen).
- For those applying under [Rule 14-712\(c\)\(2\)](#): please provide supporting documentation that you have “been Actively engaged in the Full-time Practice of Law as defined in [Rule 14-701](#) for at least one-half of the time period since the score was earned.”
- [UBE Score Report](#) (sent directly to Admissions from the National Conference of Bar Examiners or NCBE) showing [a score of at least 270 or above](#) earned in the time period specified in Rule 14-712(c).

House Counsel Applicants Only:

- [Employer Affidavit](#)

Military Spouse Applicants Only:

- Proof of military orders for permanent change of station to reside in Utah.

Readmission of Formerly-Admitted Applicants Only:

Please review [Rule 14-717\(a\) regarding Readmission of Utah attorneys after resignation without discipline and administrative suspension for three or more years](#). You may need to retake the Bar Exam.

[Disbarred Attorney and Resignation with Discipline Applicants](#) Only:

- Comprehensive written explanation of the circumstances surrounding your disbarment or resignation with discipline pending.
- Comprehensive written account of conduct evidencing rehabilitation.

Note to Applicants requesting Disbarred Attorney and Resigned with Discipline Applicants:

Please note that you will need to take the Bar Exam and the MPRE. This application requires a great deal of documentation. Please use the [Application Steps For Disbarred Attorneys](#) as you fill out your application.