GENERAL APPLICATION CHECKLIST

Review this checklist carefully. It is your responsibility to verify that the Office of Admissions ("Admissions") has received all required documentation before any applicable deadlines.

All applicants are required to upload documents as part of their application. As you use this checklist, keep in mind the following:

1. You must submit a COMPLETE Application: Your application is not complete unless the Admissions Office has received ALL applicable documents by the time you submit your application. Any document listed below in italics may be received after you submit your application, but your application will not be approved until Admissions receives those documents.
   - Incomplete Applications: Fees for an incomplete application vary but may be up to $300. Failure to submit a COMPLETE application may result in your application NOT BEING ACCEPTED or will cause a significant DELAY in the processing of your application and the applications of others.

2. PDF Format Required: Except for the passport-style photograph, ALL documents must be uploaded as PDFs without security features such as a password. Documents using any other format will be discarded. If you do not have a scanner, consider using an app such as Adobe Scan which converts pictures into PDFs.

3. Documents NOT uploaded by applicant:
   - 6 signed Character Reference Forms,
   - the Certificate of Law School Graduation (ask your law school to send this directly to Admissions), and
   - Score reports including the MPRE and UBE (ask the NCBE to send these directly to Admissions).

4. NCBE Number: You must register with the National Conference of Bar Examiners (NCBE) if you do not have an NCBE Number. If you need to retrieve your Number, go to the NCBE Account Lookup page.

5. Utah Applicants: Use Xchange (online Repository of Utah Court Records) to search your name before submitting your application. See Instructions and Search Tips for Xchange.

6. Avoiding the Unauthorized Practice of Law. See Rule 5.5 and Rule 14-802.

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Documents required of all applicants

☐ Online Application.

☐ Passport-style photograph uploaded (taken with a neutral background with no one else in the picture, and no lines or words over the picture). A photograph taken by a smart device may be sufficient.

☐ Applicant Verification and Acknowledgment (signed in pen by applicant and notarized less than 60 days before submitting the application).

☐ Authorization and Release (signed in pen by applicant 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) may be uploaded until FBI Background Report is received and uploaded.

☐ 3-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). It must be clear from the document that it covers a three-year history.

☐ Proof of Citizenship or eligibility to work (e.g., passport, birth certificate, naturalization certificate, Permanent Resident Card, Student Visa). Please note that a driver license does not prove citizenship or eligibility to work.

☐ 6 Character References in signed and sealed envelopes; two general, two attorneys, and two employers (submitted to the Bar in a single packet). Do not contact Admissions to verify receipt. You must track the deliver and receipt or deliver these 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. Please ensure that your law school sends your Certificate of Graduation at least 30 days before the exam.

☐ 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:

1. Certificate of Good Standing from every jurisdiction in which you are licensed including the USPTO and the United States Tax Court. All documents should be dated less than 60 days before submitting the application.

2. Disciplinary History (or its equivalent) from every jurisdiction in which you are licensed including the USPTO (a copy of disciplinary history search result under your name will suffice) and the United States Tax Court if available. All documents should be dated less than 60 days before submitting the application.
   - Note: This document is available regardless of whether you have ever had disciplinary action.

3. Bar complaints, grievances, investigations, etc. If you have EVER had any public or private—regardless of whether they were formal or informal—claims, allegations, complaints, charges, or grievances concerning your conduct as an attorney, you MUST provide all documentation including the complaint and its resolution, or proof from the State Bar that such documentation is no longer available. Check your disciplinary history with your State Bar BEFORE submitting your application. Attorneys are not always notified when there is a complaint filed or an investigation conducted.
IF APPLICABLE:

- **Bankruptcy**: upload the complete case file including all schedules (click [here](#) for resources).
- **Bar investigations or complaints**: documents including the complaint and the final resolution, or your efforts to obtain the documents if they are no longer available.
- **Business licenses**: current copy (including federal licenses).
- **Child Support**: proof that payment obligations are up to date.
- **Civil cases**: documentation involving individuals or businesses including pleadings, motions, and final dispositions ([State and Federal Court Resources](#); NCSC).
- **Contempt/Failure to Comply with Court/Warrant**: upload all documents ([State and Federal Court Resources](#); NCSC).
- **Criminal cases**: documentation including final disposition and police reports ([State and Federal Court Resources](#); NCSC).
- **Debts/financial obligations**: proof that these have been paid.
- **Divorce**: documents including Final Decree of Divorce showing any support obligations. ([State and Federal Court Resources](#); NCSC).
- **Educational Discipline**: documentation related to discipline or an investigation conducted by the LSAC, a college, or a law school.
- **Military documentation**: including current status or discharge papers such as DD-214(s) and/or OER(s) or NCOER(s).
- **Occupational or professional license**: current copy and any documentation relevant to action taken against a license.
- **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.
- Any other Documentation required.

Documents specific to an application type:

**Exam Applicants Only:**

IF APPLICABLE:

- **Acknowledgement of Participation in Laptop Program**
- **Courtesy Provisions for Health-Related Conditions**
- **Medical Alert Form**
- **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 Test accommodations](#) for qualifications for test accommodation.

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

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:
You will be required 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.