

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) the character reference forms, (2) the Certificate of Law School Graduation (these must be received in hard copy), and (3) any score reports (these are sent by the NCBE directly to the Bar).

Documents required of all applicants:

- Online Application
- Passport-style photograph uploaded
- 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 Criminal Background Report Declaration (signed in pen with proof of mailing attached) OR complete FBI Background Report dated less than six months prior to submitting the application
- 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 (passport, birth certificate, or naturalization certificate). Please note that neither a Social Security Card nor driver license proves citizenship.
- Six References in signed and sealed envelopes; two general, two attorneys, and two employers (submitted to the Bar in a single packet) – 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) 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 USTPO and the United States Tax Court (dated less than 60 days before submitting the application).

IF APPLICABLE:

- DD-24(s) and/or OER(s) or NCOER(s)
- Bankruptcy documentation

- Bar complaint documentation including the complaint and the final resolution
- Child/spousal support documentation with proof that payment obligations are up to date
- Civil court case documentation including pleadings, motions, and final dispositions
- Criminal court case documentation including final disposition, and police reports
- Divorce documents including Stipulated Agreement or Decree of Divorce
- 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
- Current copy of business or professional license
- Documentation relevant to action taken against a professional license
- Military documentation including current status or discharge papers
- Tax lien documentation including proof that lien has been lifted or is being addressed

Documents specific to an application type:

Exam Applicants Only:

IF APPLICABLE

- Courtesy Provisions for Health-Related Conditions*
- Medical Alert Form*
- Laptop Acknowledgment Form
- Test Accommodation Forms and supporting documentation

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 Applicants Only:

- Proof of full-time employment as an attorney for the time period specified in Rule 14-705

UBE Transfer Applicants Only:

- UBE Score Report (sent directly to Admissions from the National Conference of Bar Examiners) showing a score of at least 270 or above earned in the time period specified in Rule 14-712(c.)*
- 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.”

House Counsel Applicants Only:

- Employer Affidavit

Disbarred Attorney Applicants Only:

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

Military Spouse Applicants Only:

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