

APPLICATION CHECKLIST

LPP Examination

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 the deadline.

Documentation completed by Applicant:

LPP Examination Application.

Documentation to be submitted with completed application:

Passport-style photograph.

LPP Applicant Verification and Acknowledgment (signed in pen and notarized less than 30 days before submitting the application).

Authorization and Release (signed in pen and notarized less than 30 days before submitting the application).

Notification of Release of Information (signed in pen and notarized less than 30 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 record from every state in which you have held a license in the last three years (dated less than 30 days before submitting the application).

Examination Regulations and Code of Conduct (signed in pen and notarized less than 30 days before submitting the application).

Official Transcripts verifying that you meet the minimum educational requirements.

Substantive Law-Related Employment Certification Form (use extra copies as necessary).

Declaration of Completion

If Applicable: If you are licensed as an attorney: Certificate of Good Standing from every state in which you are licensed (dated less than 30 days before submitting the application).

If Applicable: If you are licensed as an attorney: Disciplinary History from every state in which you are licensed (dated less than 30 days before submitting the application).

If Applicable. Documentary proof that you have passed one of the required national paralegal certification exams.

Documentation to be submitted *only if applicable - required by specific questions. Use as many forms as necessary to provide the requested information:*

Courtesy Provisions for Health-Related Conditions.

Medical Alert Form.

Form 1 with DD-214(s) and/or OER(s) or NCOER(s).

Form 2.

Forms 3 and 3A with court documents attached.

Form 4 and 4T with police reports and court documents attached.

Form 5 with Petition, Schedules, and Orders attached.

Form 6 and 6T.

Form 7.

(For those born outside of the United States) Proof that you are currently in the U.S. legally OR proof that you are a U.S. citizen.

Proof you are current on child and/or spousal support.

Test Accommodation Documentation (see *General Guidelines*).

Documentation related to discipline or an investigation conducted by a college or a law school.

Documentation relevant to action taken against a professional license.

Documentation related to failure to comply with court order(s).

Documentation to be electronically submitted by a third party:

If Applicable: Certificate of Law School Graduation

One General LPP Character Reference Form

One Attorney LPP Character Reference Form

One Employer LPP Character Reference form.

All of the above documents must be received before you submit your Declaration of Completion and before your application will be accepted for processing EXCEPT:

(1) Completed FBI Background Check (if the FBI Declaration is uploaded in its stead).