



APPLICATION/DOCUMENT COPY OR ADMINISTRATIVE SERVICE REQUEST FORM

To request a copy of an application or document that you filed with the Office of Admissions, or to request an administrative service, please complete and return this form along with **payment and a copy of an acceptable form of a government-issued identification**, including a driver's license, passport, state identification card, or a birth certificate with a photo identification. The fee may be paid by personal/cashier's check or money order made payable to The State Bar of California, or by credit card (Master Card, Visa, AMEX or Discover) or ACH, an electronic payment (e-check) delivery system, by completing the attached Payment Authorization Form.

On page 3, in the first and second columns of the table, check the box for the document and/or service you are requesting and provide the exam date(s), if applicable. Complete and sign the form prior to submission. If more space is needed, include additional information on a separate piece of paper. Submit the completed and signed form, payment, and copy of your identification through the Applicant Portal by following the steps below:

1. Log in to the [Applicant Portal](#)
2. Click on "Submit Request" and create a "New General Request"
3. Choose type "Document Request," enter a brief description, and click on "Confirm"
4. Once the General Request has been created and confirmed, click on the case number
5. Click on "Post," located below the heading "Feed"
6. Click on the paper clip icon beneath the text box to attach this completed form, the Payment Authorization form, and a copy of your identification
7. Click on the "Share" button

If you are submitting a personal check, cashier's check, or money order for payment, mail the completed and signed form, payment, and copy of your identification to the appropriate office, as indicated on page 3. The office addresses are located at the bottom of page 1 and the Payment Authorization Form.

Name: _____

File / Bar Number: _____ NCBE Number: _____

Address: _____

City State Zip Code

Email address: _____ Daytime Phone Number: _____

This form must be signed, and the request must be accompanied by the required fee and acceptable form of ID; otherwise, your request will not be processed.

For a certification of MPRE or MBE score, please provide the name and address of the jurisdiction below.

If you wish to have the application(s)/document(s) mailed to a third party, please complete the section below. In addition to the assumed risk described below, by completing this form with your signature, you are authorizing the release of the marked documents to the third party.

Name of Entity: _____

Address: _____

City State Zip Code

I understand that the copies of the document(s) will be sent to me or the requested third party by regular U.S. mail, and that by my signature I assume the risk of loss in the mail.

Signature of Applicant/Requestor

I acknowledge I am picking up the requested document(s) in person. (Please sign in the presence of an Office of Admissions staff member.)

Signature of Applicant/Requestor

<i>Office Use Only</i>
Date: _____
ID: _____
Date Mailed: _____
Signature: _____

* A credit card, ACH (e-check), personal check, cashier's check or money order payment is required with this form. For credit/debit card payments, a processing fee of 2.5 percent will be added to all charges. If your credit/debit card transaction is declined, we will not process your request until you provide another form of payment.

There is no processing fee associated with ACH, personal checks, cashier's check, or money order payments.

Send request to Office of Admissions – San Francisco

Check here for Request	Date(s) of Examination	Description	Amount	ID Required
		CERTIFICATION OF MBE SCORE more than 7 years old to another state (A letter of certification of MBE score can only be sent to another jurisdiction. Please provide the name and address of the jurisdiction on page 2.)	\$25.00	Yes
		HAND SCORE OF MBE SCANTRON ANSWER SHEETS (Last administered examination only. Requests must be received by February 1 for July MBE score and July 1 for February MBE Score)	\$50.00	Yes
		CERTIFICATION OF MPRE SCORE earned prior to 1999 to another state (A letter of certification of MPRE score can only be sent to another jurisdiction. The MPRE is copyrighted by the National Conference of Bar Examiners and the State Bar of California is not authorized to provide applicants or attorneys with their MPRE score. Please provide the name and address of the jurisdiction on page 2.)	\$25.00	Yes
		DUPLICATE OF RESULT LETTER (If still available)	\$15.00 per letter	Yes
		REPRINT OF LAPTOP EXAMINATION ANSWERS (Last administered examination only)	\$25.00	Yes

Send request to Office of Admissions – Los Angeles

Check here for Request	Date(s) of Examination	Description	Amount	ID Required
		<input type="checkbox"/> REGISTRATION APPLICATION <input type="checkbox"/> BAR EXAMINATION APPLICATION <input type="checkbox"/> FIRST-YEAR EXAMINATION APPLICATION (Copy of reproduction of Applicant Portal applications submitted after 2/28/19. Copies are not available after five years of inactivity.)	\$20.00	Yes
		COPY OF LAW STUDY EVALUATION	\$20.00	Yes
		COPY OF LAW STUDY PLAN WITH EVALUATION	\$20.00	Yes
		LETTERS OF VERIFICATION (i.e., Registration, applications filed, examinations taken and pass/fail status, admission, application not available, completion of other state's form confirming testing accommodations granted, etc.)	\$15.00	Yes
		MORAL CHARACTER DETERMINATION APPLICATION (Copy of original or reproduction of application. Copies are not available after five years of inactivity.)	\$25.00	Yes
		RETURN OF ORIGINAL FOREIGN ELIGIBILITY DOCUMENTS (Copies made for file before originals returned to applicant.)	\$20.00	Yes



Office of Admissions Fees Only – Payment Authorization Form

For credit/debit card payments, a processing fee of 2.5 percent will be added to all charges. If your credit/debit card or bank account transaction is denied, we will not process your request until you provide a valid payment. A copy of a government-issued identification, including a driver’s license, passport, state identification card, or a birth certificate with a photo identification, must be included with your payment.

Date: _____

I authorize the State Bar of California to charge \$ _____

Please check which fee(s) you are paying:

- Registration as a Law Student
Registration as an Attorney Applicant
California Bar Examination
California Bar Examination Late Fee
First-Year Law Students’ Examination
First-Year Law Students’ Exam Late Fee
Laptop
Laptop Late Fee
Moral Character Determination
Moral Character Determination Extension
Other: Please specify:

Name on Application if Different than Credit Card/Bank Account Holder (print legibly):

Applicant File Number (if previously registered as a law student or attorney applicant):

Name on Card/Bank Account (print legibly):

Billing Address:

Billing City, State, Zip:

Telephone Number:

Email Address:

Signature of Card/Account Holder:

Credit Card Type: MasterCard Visa AMEX Discover

Credit Card Number:

Credit Card Security Code: Expiration Date:

ACH is an electronic payment (e-check) delivery system which processes electronically originated credit and debit transfers for institutions nationwide. ACH payments are payments that are processed using a customer’s bank account and routing information.

Bank Account Type: Checking Savings Business Checking

Routing Number: Account Number: