



The State Bar of California

How to Enroll and Receive Your Bar Number

Failure to follow steps 2–5 may lead to a delay in your enrollment!

Your New Licensee Registration form must be complete before submitting to the State Bar:

The form is titled 'New Licensee Registration' and includes the following sections highlighted with red boxes and letters:

- A:** Licensee's full name (Last, First, Middle Name, Middle Initial)
- B:** Office address (Address Line 1, City, State, Zip Code, Public Phone, Public Fax (Optional), Public Email (Optional))
- C:** Months and Year of Prior Admission to Practice (dropdown menu)
- D:** Attorney Oath section (The oath must be signed by the licensee and the administering officer)
- E:** Signature of the administering officer (Signature, Date, County of, State of)

- Provide your full name, which must match your name as shown on the Notice of Results Letter you received from the Admissions office. **See Steps 2 and 3 for more information.**
- Provide an address of record that you agree will be public. **See Step 2 for more information.**
- Provide any places of prior admission to practice. **See Step 2 for more information.**
- Sign and date in the Attorney Oath section. **See Steps 4 and 5 for more information.**
- The administering officer must confirm the oath date and sign and date in the Attorney Oath section. **See Step 5 for more information.**

Please read all the information below prior to taking your oath.

Step 1

Receiving your New Licensee Registration form

The Office of Admissions will notify you directly by email to your current email address on record when you are permitted to take the attorney's oath. Next, you will receive an email from DocuSign with a link to your New Licensee Registration form. Once you have received the link to your form, you have the option to:

- Complete and sign your form completely through DocuSign, or
- Download and print your form for completion.

If you received confirmation from the Office of Admissions that you are permitted to take the attorney's oath and have not received the email from DocuSign with the link to your New Licensee Registration form, contact OathCard@calbar.ca.gov.

Step 2

Complete the Attorney Registration Information section

Type or print in black ink the requested information in the Attorney Registration Information section. You are required to provide the following information:

- Licensee's full name. Your name as shown on the Notice of Results Letter received from the Admissions office has been prepopulated on the form. If you need to request a name change, **see Step 3** for instructions.
- Office address and telephone, or, if none, other address or telephone for State Bar purposes. If you do not have an office address at this time, please enter an address that you agree will be public. P.O. Box addresses are acceptable.
- Places of prior admission to practice. Including the month and year of admission.

The information provided becomes part of your permanent record with the State Bar, is a matter of public record and **will appear on the State Bar website**. If you do not provide your name or an address, your form will be returned to you for completion, delaying your enrollment.

Step 3

Request a name change if necessary

If you wish to be registered under a name different from that shown on the Notice of Results Letter and New Licensee Registration form, enter your **new** name and return the form to us along with a completed and signed [Name Change Form](#) and the required photocopies of identification to OathCard@calbar.ca.gov. If you are requesting a name change and signing via DocuSign, forward the final completion email from DocuSign along with the completed [Name Change Form](#) and the required photocopies of identification to OathCard@calbar.ca.gov.

- If you fill out your form and take your oath under your old name, it will become part of your permanent State Bar record, and any subsequent name changes will be noted as such.
- If the form is submitted with a different name and without the required Name Change Form, the New Licensee Registration form will be returned to you for completion, delaying your enrollment.

Step 4

Schedule to take your oath

Once you have received your oath packet, you make take the attorney's oath at an organized swearing-in ceremony, before an authorized individual, or virtually. There are a number of officials in California who are authorized to administer the oath. For more information, review the attorney oath information at calbar.org/oath.

NOTE: Please refer to the Annual Fees information sheet before choosing the date you take your oath. Annual fees for your year of admission will be assessed based on your oath date, and it makes a difference whether you are sworn in before or after June 1 or December 1. For example: taking your oath on June 1 or later will result in prorated annual fees for that calendar year, and taking your oath on December 1 or later will result in a waiver of annual fees for that calendar year.

Step 5

Execute required signatures

Whether you take the attorney's oath in-person or virtually, and whether you sign the form through DocuSign or download and sign, after taking your oath:

- Sign and date the form.
- Make sure that the administering officer also signs, seals, and dates the form. If the administering officer does not have a seal, the name and title should be printed clearly under the signature so that this may be verified. However, if the administering officer signs the form through DocuSign, they do not need to provide a seal. If a notary administers your oath, make sure the seal appears on the form, not on an attachment.
- Make sure the administering officer confirms the exact date the oath was administered. This will be your official date of admittance.

Your form is only valid with your signature **and** the signature of the officer. If the form is not signed, sealed/labeled, and dated properly, it will be returned to you for completion, delaying your enrollment.

Step 6

What to know after being sworn in and submitting your completed form

Since your oath date is your admission date, do not delay in submitting your form once you have taken your oath. Forms signed through DocuSign will be automatically submitted to the State Bar. Please save a copy of your form completed through DocuSign for your records. However, if you opt to download your form then you must scan and email your completed and signed form to OathCard@calbar.ca.gov. If you downloaded your form, please keep your original form for your records.

As soon as you have submitted your completed form, you are eligible to practice law in California. The State Bar processes forms as quickly as possible in the order they are received. We regret that we cannot respond to individual requests to confirm receipt, provide status, or expedite processing. Once you have submitted your completed form, allow 30 days, and then check the State Bar website [Attorney Search](#) to confirm your enrollment and obtain your bar number.

A fee notice will be issued within 30 days of your enrollment. Although your bar number will not be assigned until your completed form has been received by the State Bar, your official date of admission will be the date you take your oath, and annual fees for your year of admission will be calculated based on that date.

- Payment of annual fees will be due 45 days from the invoice date.
- Future annual fees will be billed for the following full year's fees in December and due February 1 of each year. You will receive notice by email only, so please calendar these dates.

Additional Enrollment Information

- **Admission certificate (wall certificate):** Ordering a certificate of admission is optional and can be done through the [Applicant Portal](#) once your bar number has been assigned.
- **Address change:** Business and Professions Code section 6002.1 requires attorneys to keep their address current in State Bar records by reporting any change within 30 days. Update your address of record with any future changes by using your [My State Bar Profile](#). Your initial access code for registering online will be provided on your first fee notice.
- **Additional jurisdictions:** Information on your admission to other jurisdictions (other state and federal courts), including date of admission, must be kept current and submitted to the State Bar by February 1 of each year.
- **Social Security number:** Business and Professions Code section 30 requires that each attorney provide their Social Security number to the State Bar. This information is obtained from your application form, and the State Bar is required, in turn, to furnish it to the Franchise Tax Board. This information is not available to the public.
- **Certificate of standing:** Information on purchasing certificates of standing, generally required when applying to other jurisdictions, is [available online](#). The cost is \$25 per attorney record for up to three copies, payable in advance. Certificates of standing include a licensee's full name and date of admission, as well as any name changes, status changes, administrative actions, reportable actions, and disciplinary history.

Questions regarding State Bar enrollment?

Please email: OathCard@calbar.ca.gov