

Please read the following, prior to taking your oath!
State Bar Enrollment & Receiving Your Bar Number

NAME CHANGE

If you wish to be registered under a name different from that shown on the enclosed Notice of Results Letter, fill out the enclosed Registration Card with your new name and return the Card to us along with a completed and signed Name Change Form and the required photocopies of identification. (If you fill out your Registration Card, 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.) The name change form is available online at calbar.ca.gov. Enter "name change" in the search box and follow the links.

IF YOU PLAN TO TAKE YOUR OATH AT AN ADMISSION CEREMONY

State Bar admission ceremonies are held in June and December. Type or print in black ink the requested information on the enclosed **Registration Card ("Card")**. After taking your oath, sign and date the Card and hand it to a Bar staff member at the ceremony so that it can be signed by the administering officer. It is only valid with your signature and the signature of the officer. The information on the Card becomes part of your permanent record with the State Bar, is a matter of public record and, **will appear on the State Bar's website**. 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. If you do not provide an address, or if you fail to sign this Card, it will be returned to you for completion, delaying your enrollment.

IF YOU DO NOT PLAN TO ATTEND AN ADMISSION CEREMONY

Take the attorney's oath of office before an authorized individual (see enclosed information from the Office of Admissions). **[NOTE: Please read the schedule of fees on the back of this page 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.]** Make sure that the administering officer signs, seals and dates the back of the Registration Card. If the Card is not signed, sealed and dated properly, it will be returned to you for completion, delaying your enrollment. 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. If a notary administers your oath, make sure the seal appears on the Card, not on an attachment.

WHAT TO EXPECT ONCE YOU HAVE BEEN SWORN IN AND HAVE MAILED US YOUR COMPLETED REGISTRATION CARD

We will be processing Registration Cards as quickly as possible, in the order in which the Cards are received. Once you have submitted your completed Card, allow 1-2 weeks, and then check Attorney Search at calbar.ca.gov to confirm your enrollment and obtain your bar number. A fee notice will be issued within 30 days of your enrollment. It is important to note that although your bar number will not be assigned until your completed Registration Card 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**. 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. Payment of annual fees will be due 45 days from the invoice date. Future annual fees will be billed in December of each year for the following full year's fees. (See over, for more information regarding annual fees.)

ADMISSION CERTIFICATE (wall certificate)

Ordering a certificate of admission is optional and can be done online at calbar.ca.gov once your bar number has been assigned. To order a wall certificate, go to the "Wall Admission Certificate" link on the State Bar "Forms" page.

ADDRESS CHANGE

Business & Professions Code §6002.1 requires attorneys to keep their address current in State Bar records by reporting any changes within 30 days. Updating your State Bar address of record with any future changes should be done online at calbar.ca.gov by using one of the convenient features of "**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 submitted to the State Bar by February 1 of each year. You are required to keep this information current.

SOCIAL SECURITY NUMBER

Business & Professions Code §30 requires that each attorney provide his or her social security number to the State Bar. We have obtained this information from your application form and are required, in turn, to furnish it to the Franchise Tax Board. This information is not available to the public.

CERTIFICATES OF STANDING

Information on purchasing certificates of standing, generally required when applying to other jurisdictions, is available online at calbar.ca.gov. The cost is \$25 per attorney record for up to 3 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?

1-888-800-3400 or MSC@calbar.ca.gov.