



APPLICATION/DOCUMENT COPY OR ADMINISTRATIVE SERVICE REQUEST FORM

If you wish to receive a copy of an application or other document that you have filed with the State Bar of California's Office of Admissions or you would like to request an administrative service, please complete and return this form along with a personal/cashier's check or money order made payable to The State Bar of California for the appropriate amount. Applicants may also pay using a credit card (Master Card, Visa, AMEX or Discover) or ACH, an electronic payment (e-check) delivery system by completing the Payment Authorization Form.* **In addition to the fee, requests must be accompanied by a photocopy of one piece of identification. Acceptable examples:** Driver's License, Passport, California Identification Card or Birth Certificate.

Please note: Applications can be reviewed in the prior Admissions system by accessing the following link: <https://www.nationalapplicationcenter.com/> and by using the old CalBarXAP.com credentials log-in for up to 2 years from 2/28/2019. Applications may be printed for informational purposes only and no edits can be made.

On Page 2, in the first and second columns of the table, check the box for the document and/or service you are requesting and provide the examination date(s), if applicable. Sign the form as indicated before forwarding to the appropriate office noted below. If more space is needed, include additional information on a separate piece of paper.

Name: _____

File/Bar Number: _____ NCBE Number: _____

Address: _____

City _____ State _____ Zip Code _____

Email address: _____ Daytime Phone Number: _____

Requests for certifications of MBE and MPRE scores, hand scores of MBE answer sheets, duplicate result letters, testing accommodation form completion and duplicate copies of petitions, copies of pass lists, laptop answers, archived examination questions and selected answers, reports or studies authorized for publication by the Committee of Bar Examiners should be sent to:

Office of Admissions
The State Bar of California
180 Howard Street
San Francisco, CA 94105-1639

All other requests should be directed to:

Office of Admissions
The State Bar of California
845 S. Figueroa Street
Los Angeles, CA 90017-2515

Office Use Only
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% 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.

This request must be accompanied by the required fee; otherwise, your request will not be processed.

Check here for Request	Date(s) of Examination	Description	Amount	ID Required
		MORAL CHARACTER DETERMINATION APPLICATION (Copy of original or reproduction of AIMS application. Copies are not available after five years of inactivity.)	\$25.00	Yes
		REGISTRATION/BAR EXAMINATION/ FIRST-YEAR EXAMINATION APPLICATION (circle one) (Copy of reproduction of AIMS applications submitted after 2/28/19. Copies are not available after five years of inactivity.)	\$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
		DUPLICATE OF COMPUTER LETTERS (If still available)	\$15.00	Yes
		CERTIFICATION OF MBE SCORE more than 7 years old to another state	\$25.00	Yes
		HAND SCORE OF MBE SCANTRON ANSWER SHEETS (Last administered examination only. Requests must be received by <u>February 1</u> for July MBE score and <u>July 1</u> for February MBE Score)	\$50.00	Yes
		REPRINT OF LAPTOP EXAMINATION ANSWERS (Last administered examination only)	\$25.00	Yes
		RETURN OF ORIGINAL FOREIGN ELIGIBILITY DOCUMENTS (Copies made for file before originals returned to applicant.)	\$20.00	Yes
		COPY OF LAW STUDY EVALUATION	\$20.00	Yes
		COPY OF LAW STUDY PLAN WITH EVALUATION	\$20.00	Yes
		CERTIFICATION OF MPRE SCORE earned <u>prior</u> to 1999 to another state	\$25.00	Yes

If you wish to have the application(s)/document(s) mailed to a third party, please complete the section 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 by regular US mail, and that by my signature I assume the risk of loss in the mail. If picked up in person, I acknowledge receipt of the above marked documents.

Signature of Applicant/Requester



Office of Admissions Fees Only – Payment Authorization Form

For credit/debit card payments, a processing fee of 2.5% 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.

Date: _____

I authorize the State Bar of California to charge my credit card/bank account (circle one) for \$ _____

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: _____