



# The State Bar of California

180 Howard Street, San Francisco, CA 94105

## OFFICE OF ATTORNEY REGULATION & CONSUMER RESOURCES

888-800-3400

AttorneyRegulation@calbar.ca.gov

### Request to Transfer to Active Status

#### 1. TRANSFER TO ACTIVE INSTRUCTIONS

- Only attorneys on voluntary INACTIVE status may transfer to ACTIVE status.
- All Inactive licensed attorneys that have not yet complied with the fingerprinting requirement must be fingerprinted prior to being placed on Active status.
- Status change will be effective upon the State Bar's receipt of this form and compliance with the fingerprinting requirement. Additionally, if applicable, once the annual fees have been adjusted, payment will be expected promptly.
- Once you have submitted your Request to Transfer to Active Status, allow 24 hours for processing. Once processed, if you have not already provided a check payment with your application, you will receive an email confirming your status change with instructions to pay your annual fees online through your [My State Bar Profile](#). Payment will be expected immediately at that point.
- Submission of timely payment is not contingent on receipt of the confirmation email. It is your responsibility to submit a timely payment to avoid late penalty. If you do not receive an email confirming your status change within 2-3 business days, go to [My State Bar Profile](#) to confirm that your annual fees have been adjusted and submit timely payment.
- Even if you are transferring to Active status on the last day of the current year, you will be required to pay full Active fees for this year. If you would like your status change to be effective on a future date, please indicate below. Status changes cannot be back-dated.

FOR OFFICIAL STATE BAR USE ONLY	
Amt Rcvd \$	_____
Check #	_____
Credit Card	_____
No Payment	_____
Over 70	_____
Initials	_____
FP Compliance Date:	_____

#### 2. FINGERPRINTING REQUIREMENT

Under California Rule of Court 9.9.5, all Inactive licensed attorneys must be fingerprinted prior to being placed on Active status. This is a one-time requirement. Prior to submitting your Request to Transfer to Active Status form please review and complete the fingerprint requirement located in [My State Bar Profile](#). Any Request to Transfer to Active Status form received without proof of compliance of the fingerprint requirement will be rejected, and the attorney will be required to submit a new form once compliance with the fingerprint requirement is completed. Please check the applicable option:

**Already in compliance with the fingerprinting requirement.**

**ATI number from California Live Scan form has been entered into [My State Bar Profile](#).**

**Fingerprint cards of attorneys who reside outside of California have been mailed to Los Angeles Admissions office as instructed. Fingerprint cards must be received by Admissions office for transfer to Active status to occur.**

#### 3. ATTORNEY INFORMATION & DECLARATION

State Bar Number:

First Name:

Last Name:

Email (Required):

Phone Number:

*Future Effective Date (if applicable):*

***I hereby request that I be enrolled as an ACTIVE attorney of the State Bar of California in accordance with Rule 2.31, Division 3, Title Two of the Rules of the State Bar of California***

Signature:

Date Executed:

#### 4. NOTES & SUBMISSION INFORMATION

- To verify your status has been changed to Active, please go to [calbar.ca.gov](#) and use the [Attorney Search](#) feature to review your public profile.
- If your address of record has changed, please log on to [My State Bar Profile](#) and update your profile online. (Please note that regardless of your attorney status, your address of record is considered part of your public record and will be disclosed upon request. It is also available on the State Bar's website.)
- Once your fees are paid, a paper bar card will be conveniently available for download online. Plastic bar cards will be available, upon request (go to [My State Bar Profile](#), click "Bar Cad, Payment Receipt(s), and Other Documents").

EMAIL COMPLETED FORM TO:  
AttorneyRegulation@calbar.ca.gov

OR

FAX COMPLETED FORM TO:  
415-538-2576

OR

#### MAIL COMPLETED FORM TO:

The State Bar of California  
Attorney Regulation  
180 Howard Street  
San Francisco, CA 94105