



OATH CARD FAQs

1. Why is the State Bar switching to digital signatures?

The State Bar of California is transitioning to electronic delivery of the oath card (also known as the New Licensee Registration form), and use of digital signatures to streamline the oath card signing process and increase security and efficiency. We believe that these changes will improve the experience for applicants as they complete their final steps toward getting licensed.

2. How do I complete and sign the oath card?

[Here are step-by-step instructions.](#)

3. What date should be entered on the oath card?

You can sign and date before you take the oath. However, please make sure the administering officer confirms the exact date the oath was administered. This will be your official date of admittance.

4. I prefer a paper form; can I still do that?

Yes, you still have the option to complete your oath card on paper. The paper version is still available in two ways:

1. Once you are invited to access the oath card in DocuSign, you can click Review Document to access your personalized oath card. Once you have accepted DocuSign's use of electronic signatures, you can choose to Print or Download and print your oath card from DocuSign.
2. You can also email the Office of Admissions via the Applicant Portal and request a paper version. Please submit a general request and note your preference for a hard copy version of the oath card. The card will be mailed and may take up to five business days to arrive (international addresses will take longer than five days).

Please note that the postal mail time to return a paper oath card, plus processing time, may delay completion of your registration.

5. If I complete my oath card on DocuSign, do I need to take any further action?

No, once you and your swearing-in officer have both completed and signed the oath card via DocuSign, no further steps are required.

6. I have completed and submitted my oath card. Is there a separate New Licensee Registration form?

No, the oath card and the New Licensee Registration form are one and the same.

7. How do I scan a copy of my printed oath card?

If you don't have access to a scanner, there are many free apps available on Android and iOS phones to create a PDF of your oath card.

[Adobe Scanner](#)

[Tiny Scan](#)

You can also go to a print shop locally that can help you scan the card.

8. Can I submit a photo of my completed oath card?

Oath cards must be submitted in PDF format. Photos of oath cards will not be accepted.

9. When will I receive my DocuSign link to complete my oath card?

Those who were successful on the July 2021 Bar Exam and have been placed on the motion, effective November 15, 2021, will receive an email from the State Bar of California via DocuSign by close of business that day. All other applicants will receive their DocuSign link within 48 hours of being placed on the motion.

10. Where do I send my printed oath card if I have printed it out?

The primary method for returning an oath card is to scan it and email it back to: oathcard@calbar.ca.gov.

Applicants who have no access to a computer should mail their completed oath card to:

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

11. What if I don't receive the email from DocuSign?

Only those who both passed the bar exam and meet all other requirements for licensure will receive a DocuSign link with the electronic oath card. If you have not received the

link, check to see what you might be missing in your Applicant Portal. Also please check your junk/spam folders in your email inbox. The email will come to your “preferred” email address, from the State Bar, via DocuSign.

If you still do not see the email, you can request that the DocuSign email be resent by emailing oathcard@calbar.ca.gov.

12. My swearing-in officer prefers not to receive a DocuSign email. What do I do?

You can print the oath card and complete the signing process on paper. Once completed, by both you and the swearing-in officer, you may either scan and upload the completed oath card to DocuSign or email the completed PDF to:
oathcard@calbar.ca.gov.

Applicants who have no access to a computer must mail their oath card to:

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13. California notaries require paper signatures, what do I do?

Please see the [oath card instructions](#).

14. My name has changed since I began the admissions process with the State Bar, what do I do?

If you wish to be registered under a name different from than the one used on your results letter, please enter your new name on the oath card and return that along with a completed and signed [Name Change Form](#) and the required photocopies of identification. They can be uploaded and emailed to oathcard@calbar.ca.gov, or mailed to:

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

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.

Please note that if you fill out your 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. If the card is submitted with a different name and without the

required Name Change Form, it will be returned to you for completion, delaying your enrollment.

15. There are typos or minor errors in the prefilled oath card document, what can I do?

Most fields on the oath card can be updated. Except if there is a change required to the name, as noted above, please submit with the required name change form.

Please see [these instructions for mistakes to avoid](#) that could delay processing.

16. I am out of the country, what do I do?

If you currently live outside of California, it is not necessary for you to return to take the attorney's oath. You can complete the oath card in one of two ways:

1. **In hard copy:** Simply print the oath card from the DocuSign email site, or request one via email. An affidavit taken before an ambassador, minister, consul, vice-consul, or consular agent of the United States or before any judge of a court of record having a seal in such foreign country (Code Civ. Proc. § 2014.) can be used. When an affidavit is taken before a judge or a court in another state or in a foreign country, the genuineness of the signature of the judge, the existence of the court, and the fact that such judge is a member thereof must be certified by the clerk of the court, under the seal thereof. (Code Civ. Proc. § 2015.) Affidavits and oaths made by military personnel are governed by California Civ. Code section 1183.5. Ensure that both you and the official administering the oath sign the oath card (both need to sign the same card) and that the office administering the oath confirms the exact date the oath was administered. Both signed dates (your signature and your swearing-in officer's) must match.

Mail the card to:

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

2. **Electronically:** Access the link sent to you by DocuSign. Applicants fill out their portion of the card and submit it. Once completed, DocuSign will send a second email that should be shared with the swearing-in officer. They can fill that out and sign it electronically.

17. Will I receive confirmation that my oath card has been received?

Yes, you will receive an email from the State Bar of California via DocuSign that the document was completed and received.

18. How long after the State Bar receives my oath card will it take for it to be processed and my bar number assigned?

It is currently taking up to five weeks to process oath cards. Although your bar number will not be assigned until your completed card has been received and processed by the State Bar, your official date of admission will be the date you take your oath. As soon as you have submitted your completed form, you are eligible to practice law in California, and when asked for your bar number, you may state that it is “Pending.”

Once you have submitted your completed oath card, you may check the State Bar website [Attorney Search](#) to determine whether your enrollment has been completed and obtain your bar number. Please allow up to five weeks for processing. If you do not see your bar number after five weeks, please contact AttorneyRegulation@calbar.ca.gov. A fee notice will be issued within 30 days of your enrollment.

19. I have five years to complete my registration. For how long is the DocuSign link valid?

The link is valid for one year. If you need to receive the link once more, please email oathcard@calbar.ca.gov.

UPDATES

1/13/2022

- Question 18 updated.

12/14/2021

- New questions added: 2, 3, 6, 15, and 18.