OATH CARD FAQS

Why is the State Bar switching to digital signatures?

The State Bar of California is transitioning to electronic delivery of the oath card and use of digital signatures to streamline the oath card signing process, shorten processing time, and increase security and efficiency. We believe that these changes will improve the applicant experience for applicants as they complete their final steps toward getting licensed.

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 form is still available in two ways:

1. Once you are invited to access the oath card in DocuSign, you can click on 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 form. 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 form, plus processing time, may delay completion of your registration.

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 card via DocuSign, no further steps are required.

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.
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.

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

For those who were successful on the July 2021 Bar Exam and have been placed on the motion, effective November 15, 2021, you 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.

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 oath card to:

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

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 on Monday, November 15 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.

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

You can print the card and complete the signing process on paper. Once completed, you may either scan and upload the completed 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:

State Bar of California
Attorney Regulation
180 Howard St.
San Francisco, CA 94105
California notaries require paper signatures, what do I do?

Please see the oath card instructions.

My name has changed since I registered with the State Bar, what do I do?

If you wish to be registered under a name different 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:

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 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.

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

With the exception of requesting a name change as noted above, you can update the registration information on the oath card as a part of your swearing in.

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 (yours and your swearing-in officer’s) must match.
Mail the card to:

State Bar of California
Attorney Regulation
180 Howard Street
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.

**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.

**I have five years to complete my registration; how long is the DocuSign oath card valid for?**

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