



PROCEDURES GOVERNING FINGERPRINTING PROCESSING COST WAIVERS FOR APPLICANTS FOR THE MULTIJURISDICTIONAL PRACTICE PROGRAM AND THE REGISTERED FOREIGN LEGAL CONSULTANT PROGRAM

INTRODUCTION

Pursuant to California Rules of Court, rule 9.9.5(c),¹ applicants for the Multijurisdictional Practice Program² (MJP) and the Registered Foreign Legal Consultant Program (FLC) (hereafter, “special admissions attorney applicants”) must “be fingerprinted for the purpose of obtaining criminal offender record information regarding state and federal level convictions and arrests from the California Department of Justice and the Federal Bureau of Investigation.”

Special admissions attorney applicants must submit the following to comply with the fingerprinting requirement:

- If they are physically located in California, a Live Scan Request form completed at a Live Scan provider listed on the California Attorney General’s [website](#).
- If they are physically located outside of California, two FBI FD 258 fingerprint cards, with unique fingerprints, completed at a law enforcement agency or at an agency with technicians who are certified by the DOJ and FBI to fingerprint on the specified cards, and require valid identification.

Pursuant to rule 9.9.5(f)(2), special admissions attorney applicants with demonstrable financial hardship may request a waiver of the fingerprinting processing costs. Because these costs are assessed directly to applicants by third-party vendors, applicants must pay these costs and may then seek reimbursement from the State Bar following the process described below.

ELIGIBILITY

To be eligible for reimbursement of the fingerprint processing costs, special admissions attorney applicants must have a total gross annual individual income from all sources of less than \$60,478.35 for the prior calendar year.

¹ All further rule references are to the California Rules of Court unless otherwise specified.

² The Multijurisdictional Practice Program includes Registered Servicemember Attorneys and Servicemember Spouse Attorneys (rule 9.41.1), Registered Legal Aid Attorneys (rule 9.45), and Registered In-House Counsel (rule 9.46).

PROCEDURES FOR PROCESSING A FINGERPRINT COST WAIVER REQUEST

1. When submitting an MJP or FLC application, a special admissions attorney applicant must upload:
 - a. A completed MJP and FLC Fingerprint Processing Cost Waiver form; and
 - b. A copy of the receipt for costs paid to a provider to have Live Scan completed or to be fingerprinted on the FBI FD 258 fingerprint cards.

For a cost waiver request to be complete, an MJP or FLC application and all waiver application forms must be received by the State Bar. Applicants are encouraged to submit all forms and documentation together for the most expedited processing. Please note that if an MJP or FLC application is submitted without an MJP and FLC Fingerprint Processing Cost Waiver form, an applicant seeking reimbursement must submit the MJP and FLC Fingerprint Processing Cost Waiver form **within 60 days, or the request for waiver may be denied.**

2. Generally, within 30 days of submission of a complete cost waiver request, the State Bar will notify the special admissions attorney applicant whether the request has been granted or denied, or if more information is necessary to process the request. The State Bar may request a copy of your Tax Return Form 1040 or 1040A and any schedules for the prior calendar year.
3. If the cost waiver request is granted, the State Bar will provide the applicant with an Expense Report and an ACH Form to complete. Once the completed forms are received, it will typically take 4 weeks to process the reimbursement.



**MULTIJURISDICTIONAL PRACTICE PROGRAM AND
REGISTERED FOREIGN LEGAL CONSULTANT PROGRAM
FINGERPRINT PROCESSING COST WAIVER FORM**

APPLICANT INFORMATION

Name: _____ File Number:¹ _____

PROGRAM FOR WHICH YOU ARE APPLYING

____ Registered Servicemember Attorney or Registered Servicemember Spouse Attorney

____ Registered Legal Aid Attorney

____ Registered In-House Counsel

____ Registered Foreign Legal Consultant

SPECIAL ADMISSIONS ATTORNEY APPLICANT ATTESTATION

- I am a special admissions attorney applicant for the Multijurisdictional Practice Program (MJP) or the Registered Foreign Legal Consultant Program (FLC), as indicated above.
- I incurred costs in the amount of \$ _____ paid to a provider to have Live Scan completed or to be fingerprinted on the FBI FD 258 fingerprint cards.
- I am eligible for reimbursement of the fingerprint processing costs because in _____(year), I had a total gross annual individual income from all sources of less than \$60,478.35.
- I have completed the MJP and FLC Fingerprint Financial Declaration section below.
- I will submit this form and all required documentation with my application for the Multijurisdictional Practice Program or the Registered Foreign Legal Consultant Program, and I understand that failure to do so within 60 days may result in my cost waiver request being denied.

FINANCIAL INFORMATION

Please check the appropriate boxes below and list the relevant dollar amounts. If no governmental assistance or income was collected, please enter "0" in the total box below. Please attach

¹ Registered Servicemember Attorneys and Registered Servicemember Spouse Attorneys are not required to provide a file number.

supporting documentation for all financial assistance or income listed below, and attach additional pages as needed.

1. I am currently receiving the following governmental assistance monthly:

a. _____ \$ _____

b. _____ \$ _____

c. _____ \$ _____

2. My total gross annual individual income for _____ (year) obtained from all other sources:

a. _____ \$ _____

b. _____ \$ _____

c. _____ \$ _____

d. _____ \$ _____

Total (all sources, including governmental assistance) \$ _____

I declare under penalty of perjury under the laws of the State of California that all the foregoing is true and correct.

Signature: _____ Executed on: _____