The State Bar of California

OFFICE OF ADMISSIONS

APPLICATION/DOCUMENT COPY OR ADMINISTRATIVE SERVICE REQUEST FORM

To request a copy of an application or document that you filed with the Office of Admissions, or to request an administrative service, please complete and return this form along with **payment and a copy of an acceptable form of government-issued identification**, including a driver's license, passport, state identification card, or a birth certificate with a photo identification. The fee may be paid by personal/cashier's check or money order made payable to The State Bar of California, or by credit card (Master Card, Visa, AMEX or Discover) or ACH, an electronic payment (e-check) delivery system, by completing the attached Payment Authorization Form.

On page 3, in the first and second columns of the table, check the box for the document and/or service you are requesting and provide the exam date(s), if applicable. Complete and sign the form prior to submission. If more space is needed, include additional information on a separate piece of paper. Submit the completed and signed form, payment, and copy of your identification through the Applicant Portal by following the steps below:

1. Log in to the Admissions Applicant Portal
2. Click on "Help Center" in the top right of the screen
3. Click on the "New General Request" button
4. From the "Type" drop-down menu, choose "Document Request", enter a subject and a brief description, and click the "Confirm" button
5. Click on "Share an update" located below the heading "Feed"
6. Click on the paper clip icon beneath the text box to attach this completed form, the Payment Authorization form, and a copy of your identification
7. Click on the "Share" button

If you are submitting a personal check, cashier's check, or money order for payment, mail the completed and signed form, payment, and copy of your identification to the appropriate office, as indicated on page 3. The office addresses are located at the bottom of page 1 and the Payment Authorization Form.

Name: _____

☐ File / ☐ Bar Number: _____ NCBE Number: _____

Address: _____

_____

City State Zip Code

Email address: _____ Daytime Phone Number: _____

This form must be signed, and the request must include the required fee and an acceptable form of ID; otherwise, your request will not be processed.

For MBE or MPRE certification(s), please specify the name and address of the jurisdiction below.

If you wish to have the application(s)/document(s) sent to a third party, please complete the section below. By signing this form, you acknowledge the associated risks outlined below and authorize the release of the specified documents to the third party.

Name of Entity: _____

Address: _____

_____

City State Zip Code

I acknowledge that the copies of the document(s) will be sent to me or the designated third party via regular U.S. mail, and by signing below, I accept the risk of loss during transit.

_____

Signature of Applicant/Requestor

I acknowledge that I am collecting the required document(s) in person. (Please sign in the presence of a staff member from the Office of Admissions.)

_____

Signature of Applicant/Requestor

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 percent 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 checks, or money order payments.

Send Request to Office of Admissions – San Francisco				
Check here	Date of Exam(s)	Description	Fee	ID Required
☐		Certification of MBE Score over 7 years (Certifications are sent directly to the jurisdiction specified on page 2.)	$27.00	Yes
☐		Hand score of MBE Scantron Answers (Last administration only. Deadlines: July 1 for the February exam, and February 1 for the July exam.)	$53.00	Yes
☐		Certification of MPRE Score (Certifications are sent directly to the jurisdiction specified on page 2. Please note that the MPRE is copyrighted by the NCBE. The State Bar of California is not authorized to provide MPRE scores to applicants or attorneys.)	$27.00	Yes
☐		Copy of Result Letter (If applicable, please note that only unsuccessful applicants receive scores, per Admissions Rule 4.62(b).)	$17.00 per letter	Yes
☐		Copy of Exam Essay Answers (Last administration only. Deadlines: July 1 for the February exam, and February 1 for the July exam.)	$27.00	Yes

Send Request to Office of Admissions – Los Angeles				
Check here	Date of Exam(s)	Description	Fee	ID Required
☐		☐ Registration Application ☐ Bar Exam Application ☐ First-Year Exam Application (Copy of reproduction of Applicant Portal applications submitted after 2/28/2019. Copies are not available after five years of inactivity.)	$22.00 per application	Yes
☐		Copy of Law Study Evaluation	$22.00	Yes
☐		Copy of Law Study Plan with Evaluation	$22.00	Yes
☐		Letters of Verification (i.e., Registration, applications filed, exams taken and pass/fail status, admission, application not available, completion of other state's form confirming testing accommodations granted, etc.)	$17.00	Yes
☐		Moral Character Determination Application (Copy of original or reproduction of application. Copies are not available after five years of inactivity.)	$27.00	Yes
☐		Return of Original Foreign Eligibility Documents (Copies made for file before originals returned to the applicant.)	$22.00	Yes

Office of Admissions Fees Only – Payment Authorization Form

For credit/debit card payments, a processing fee of 2.5 percent 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. A copy of a government-issued identification, including a driver's license, passport, state identification card, or a birth certificate with a photo identification, must be included with your payment.

Date: _____

I authorize the State Bar of California to charge $_____

Please check which fee(s) you are paying:

- ☐ Registration as a Law Student
- ☐ Registration as an Attorney Applicant
- ☐ California Bar Exam
- ☐ California Bar Exam Late Fee
- ☐ First-Year Law Students' Exam
- ☐ 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 from 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 that processes electronically originated credit and debit transfers for institutions nationwide. ACH payments are processed using a customer's bank account and routing information.

Bank Account Type ☐ Checking ☐ Savings ☐ Business Checking

Routing Number: _____ Account Number: _____