

APPLICATION CHECK LIST

**Page 1 -**                    **Section 1. Biographical Information:**

- Yes     No    Has photograph been attached?
- Yes     No    Is the caption complete?
- Yes     No    Does the page have written initials in the upper sections
- Yes     No    Does the page have written initials in the lower section?

**Page 2-**                    **Section 11. Addresses:**

- Yes     No    Are all the addresses complete? (including dates)
- Yes     No    Does the page have written initials?

**Page 3-**                    **Section III. Education:**

- Yes     No    Is the Education information (including addresses, dates and degrees achieved) complete?
- Yes     No    Has the Dean Certification Form been submitted to the Office of Bar Admissions?
- Yes     No    Has the Official Transcript been submitted to the Office of Bar Admissions?
- Yes     No    Does the page have written initials?

**Page 4-**                    **Section IV. Law Schools/Bar Membership:**

- Yes     No    Is the law school information (including addresses, dates and degrees achieved) complete?  
Your School's Official Name: \_\_\_\_\_
- Yes     No    Was the law school approved by the ABA at the time of the applicant's graduation?  
Date of ABA's approval: \_\_\_\_\_
- Yes     No    Are you admitted in other jurisdictions?  
Jurisdiction (s): \_\_\_\_\_
- Yes     No    If so, are all-applicable Certificates of Good Standing or Form 2V.1. been completed and attached?
- Yes     No    Does the page have written initials?

**Page 5-**                    **Section V. MBE/MPRE:**

- Yes     No    Did you indicate which option you intend to rely to fulfill the requirement regarding the MBE?
- Yes     No    Did you indicate which option you intend to rely to fulfill the requirement regarding the MPRE?
- Yes     No    Does the page have written initials?

**A FFIDA VIT.**

*Page 1*

- Yes     No    Is the caption completed?
- Yes     No    Is the section for state/territory been completed?
- Yes     No    Did you complete question 4?
- Yes     No    Does the page have written initials?

AFFIDAVIT.

Page 2

- Yes  No Does your name appear in the header of the page where requested?
- Yes  No Has the affidavit been dated and signed?
- Yes  No Is the affidavit notarized and the notary's seal affixed?
- Yes  No Does the expiration date of the notary's commission appear on the document where requested?

AUTHORIZATION AND RELEASE FORM.

- Yes  No Does your name appear where requested?
- Yes  No Have you signed the Authorization and Release form?
- Yes  No Has the Authorization and Release form been notarized and the notary's seal affixed?
- Yes  No Does the expiration date of the notary's commission appear on the document where requested?
- Yes  No Has the Authorization and Release form been submitted in triplicate?

NATIONAL CONFERENCE OF BAR EXAMINERS Request for Preparation of A Character Report

Page f.

- Yes  No Did you indicate the category of payment is applicable to you?

Page R.

- Yes  No Did you complete the Method of Payment section?
- Yes  No Did you indicate how payment will be sent to the NCBE (i.e. check or credit card?)

VL FEES.-

- Yes  No Have you submitted payment to the Clerk of the Court?  
Check/Money Order (Circle One) No: \_\_\_\_\_
- Are you Applicant sifting the MBE ?  Yes  No
- Are you sifting the ESSAY  Yes  No
- Are you sifting both the MBE and the Essay Exams  Yes  No
- Fee enclosed: \$\_\_\_\_\_ For MBE Exam
- Fee enclosed: \$\_\_\_\_\_ For ESSAY Exam
- Total amount submitted for sifting exams: \$ \_\_\_\_\_

NCBE FEES.

Are you paying by Check /money Order No. or Credit Card? (Circle One) Amount paid \$ \_\_\_\_\_