

# **Relocated Servicemember and Relocated Servicemember Spouse** **Application Instructions**

## **INSTRUCTIONS TO APPLICANTS**

A servicemember or spouse of a servicemember who has a covered license to practice law in a State, or territory of the United States or the District of Columbia, and relocated residence because such servicemember receives military orders for military service in the State of North Carolina, may apply for admission to practice law in North Carolina without written examination if the applicant satisfies the requirements provided in the federal Servicemembers Civil Relief Act, 50 U.S.C. § 4025a.

## **HOW TO APPLY**

- 1) Create a personal North Carolina Bar Admission Registration Account (secure applicant portal account) on the Board's website, [www.ncble.org](http://www.ncble.org). To create this account, please click on the blue "Register" button on the website home page and select the option "I am registering as a Relocated Servicemember or Relocated Servicemember Spouse Applicant" and enter all requested information.
- 2) Once registered, begin your online application by clicking the blue "Apply" button next to "Relocated Servicemember Application." Select whether you are applying as a Relocated Servicemember or a Relocated Servicemember Spouse.
- 3) Navigate to the bottom of your applicant home page and click the blue "Continue" button under the "Forms & Progress" section. Information you supplied during your registration will auto-populate in this application. Ensure this information is correct.
- 4) Navigate to the "Upload Required Documents" section on the right-hand side of your applicant home page. Upload the following documents:
  - A notarized affidavit affirming, under the penalty of law, that:
    - You are the person described and identified in the affidavit (you should include your name, address, date of birth, and Social Security number);
    - All statements made in the affidavit are true, correct, and complete;
    - You have read and understand the requirements to receive a license to practice law, and the scope of practice, of the State of North Carolina;

- You certify that you meet and shall comply with the requirements described above, and;
- You are in good standing in all States in which you hold or have held a license.
- Proof of military orders for military service in the State of North Carolina.
- A Certificate of Good Standing in all States in which you hold or have held a license to practice law.
- If you are a Relocated Servicemember Spouse Applicant, a copy of your marriage certificate.

5) Once you have uploaded all required documents, navigate back to your applicant home page and click the green “Submit Application” button.

6) If you are a Relocated Servicemember Applicant, submit an application fee of \$1,500 to the Board’s office at 5510 Six Forks Road, Suite 300, Raleigh, NC 27609. Please denote on your check or money order that the payment is for a Relocated Servicemember application. If you are a Relocated Servicemember Spouse Applicant, there is no application fee.

For questions regarding how to apply as a Relocated Servicemember or Relocated Servicemember Spouse, please contact Sabrina Hasbun at (919) 848-4229 or [shasbun@ncble.org](mailto:shasbun@ncble.org).