

Relocated Servicemember and Relocated Servicemember Spouse

Application Instructions

INSTRUCTIONS TO APPLICANTS

A servicemember or spouse of a servicemember who has a license to practice law in a State, or territory of the United States or the District of Columbia, and relocates 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 Rule .0503 of the Rules Governing Admission to the practice of Law in North Carolina (27 NCAC 03 .0503).

Please read the entire application and instructions carefully before making any entries.

YOUR APPLICATION WILL NOT BE CONSIDERED FILED AND WILL BE RETURNED TO YOU IF:

- You fail to submit your application on the proper forms;
- You fail to answer any questions or subpart of any question;
- You do not send in required fees;
- You alter any of the language of the application;
- You fail to sign any document requiring your signature;
- You fail to have your signature(s) attested by a notary public;
- You fail to submit in printed form one original of the application and one copy of the application;
- You do not provide two signed and notarized Authorization and Release Forms

Before you send in your application, please ensure that you have fully answered all questions, leaving no blanks. Every item, or part thereof, should be completed on your application as fully and accurately as possible. N/A is not considered as an answer. Whenever the word "none" is applicable, please so indicate. Unless otherwise indicated, every question and every part of each question must be answered, even though the answer is negative. Do not refer to an answer given somewhere else in the application. Answer each question fully, even if it means repeating information given elsewhere.

Please request that all transcripts, driving records, Certificates of Good Standing, etc. be forwarded to the NC Board of Law Examiners, to the attention of Sabrina Hasbun.

FULL DISCLOSURE: It is **crucial** that you honestly and fully answer all questions. Your responses on your application are indicators of your candor and honesty. An honest "yes" answer to a question on your application is not definitive as to the Board's assessment of your present moral character and fitness, but a dishonest "no" answer may be definitive.

- Give complete dates, e.g., month, day and year.
- Complete all addresses, giving street name and number, suite or floor, city and state. Include postal **zip code**. Make sure **addresses are current**. If the address is a business, please include the business' name in the address.
- Clearly identify clients, references, employers, associates and partners as such wherever their names are used.

- In response to the "General Character References" section of the application, please give references for the state in which you are licensed, as well as any other states where you have practiced law. You may use extra pages for other states. Make certain that no two persons listed are members of the same household, and no persons are related to you. If you did not have clients, please list two additional attorneys as references.
- The Certificate of Moral Character Forms, labeled "RELOCATED SERVICEMEMBER OR RELOCATED SERVICEMEMBER SPOUSE APPLICATION" in the upper left corner, should be completed by the Four individuals listed in your application and mailed directly to the Board's office by those individuals. Please advise your references to send the original notarized document as photocopies cannot be accepted. It is advisable to type your name on these forms before giving them to the individuals. It is the responsibility of the applicant to send these forms to their references.
- Please note Rule .0503(1)(f) regarding the Multistate Professional Responsibility Examination. For information contact the National Conference of Bar Examiners (NCBE). If the National Conference of Bar Examiners is unable to provide your score, please contact a jurisdiction in which you are licensed and request confirmation of the score reported to the jurisdiction by the NCBE or confirmation that you met the jurisdiction's requirement at the time that you were admitted.
- Complete and submit the electronic portion of the application online after registering for your bar admission account on the Board's website, www.ncble.org. THE ORIGINAL APPLICATION MUST BE SUBMITTED IN PRINTED HARD COPY, IN DOUBLE-SIDED FORMAT. Please copy the application to double-sided prior to signing and notarizing. NOTE: The View/Print Form button will not appear on the website until you have successfully submitted the electronic portion of your application.
- Your application must be signed and notarized, filed in duplicate (the original and a good photocopy). Attachments do not have to be filed in duplicate. Please use the following as a checklist to help you determine what you have and what is needed. The following should be submitted with your application:
 - A copy of your birth certificate.
 - A passport type photograph, size 2 1/2" x 2 1/2", which was taken during the past six months. Only one photograph is necessary.
 - Two sets of completed ink fingerprint cards. Do not take your own fingerprints. Type or legibly write ALL biographical information, social security number, and date of birth on the cards and sign. DO NOT FOLD CARDS. You may use any physical fingerprint cards available to you, or you may email a request to info@ncble.org.
 - Proof of military orders as defined in Rule .0503(2)(b).
 - If active in the military, proof of your service and disciplinary record.
 - If applying as a spouse of a relocated servicemember, a copy of your marriage certificate.
 - A notarized affidavit affirming the items required in Rule .0503(1)(b)(iii).
 - A Certificate of Good Standing from each state where you are licensed, including all Circuit Courts and Federal District Courts where you have been admitted to practice. Please request that the courts use their seal. You may attach a copy of the letter requesting the Court to furnish the Board these certificates, so we know they have been requested.
 - A Certification of the Court of Last Resort from the highest court in your licensing jurisdiction that you are currently licensed in the jurisdiction; the date of your licensure in the jurisdiction; and that you were of good moral character when licensed by the jurisdiction.

- One copy of any application that you have filed to take another bar examination or to be admitted to practice law in another jurisdiction or a letter from the jurisdiction stating that no record is available.
- One copy of any litigation to which you have been a party (bankruptcy, small claims, divorce proceedings). All litigation must include a Complaint, Answer, and final Order or Judgement.
- Two signed and notarized Authorization and Release Forms. Your application will be returned if these are not properly completed and received with your printed application.
- Official transcripts from your undergraduate and graduate schools. These official transcripts must be sent directly to the Board by all undergraduate and law schools that you attended. Be sure that all transcripts are sent to the Board's office to the attention of **Sabrina Hasbun, Comity Analyst**. You may attach a copy of the letter requesting the schools furnish the Board these transcripts, so we know that they have been requested.
- If you have not enclosed required material which you must obtain from third parties (e.g., court records, etc.) include a letter detailing the items and the estimated date which they will be provided.
- A copy of your driving record from all states where you have ever held a license to drive. You may have your driving record sent directly to the Board's office or you may obtain and upload the records to your secure portal account.
- The application fee of \$1,500 if you are applying as a Relocated Servicemember. The check should be made payable to the NC Board of Law Examiners. If you are applying as a Relocated Servicemember Spouse applicant, no application fee is required per Rule .0503(3)(b).
- Certificate of Moral Character Forms. You will need to be forwarded a form to each of your four references requesting that they return the form directly to the Board's office to the attention of **Sabrina Hasbun, Comity Analyst**. Please advise your references that they will need to send the original notarized form as photocopies cannot be accepted.
- Request that your MPRE scores be certified to North Carolina from the National Conference of Bar Examiners (NCBE). If the National Conference of Bar Examiners is unable to provide your MPRE score, please request that a jurisdiction in which you are license confirm your score or that you met the jurisdiction's requirement at the time you were admitted. If you have not taken the exam, please provide the date for which you will sit for the examination.

Please be advised that the application itself may also ask for additional items not listed in these instructions. You must provide all documentation requested by Sabrina Hasbun during the Board's investigation.

PLEASE NOTE: For your application to be deemed filed, the printed original and printed copy of your application must be received in the Board's Offices, accompanied by the Authorization and Release forms and application fee.

North Carolina Board of Law Examiners
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