

**NEW JERSEY BOARD OF BAR EXAMINERS
REQUEST FOR COPY OF PREVIOUSLY FILED BAR APPLICATION**

INSTRUCTIONS

Please print or type clearly. Depending on the location of your file, it may take up to three (3) weeks to retrieve from storage.

1. Complete the request form on **page 2**.
2. If you are requesting a copy of your bar application to be mailed to another jurisdiction or entity, you must complete the Authorization and Release form on **page 3**.
3. Attached a notarized copy of your current Driver's license, U.S. Passport, or Government-issued non-driver ID card.
4. Mail your request form with an original signature, based on your preferred method as addressed below.

Via United States Postal Service (First-Class, Express and Priority Mail):

New Jersey Board of Bar Examiners
P.O. Box 973
Trenton, NJ 08625-0973

Via an expedited delivery provider (Fed-Ex, UPS, DHL):

New Jersey Board of Bar Examiners
Hughes Justice Complex
25 Market Street
8th Floor, North Wing
Trenton, NJ 08611

NOTE:

- Fees for copying are five cents (\$0.05) per page for letter size pages.
- To ensure the confidentiality of bar applicant records, as required by New Jersey Court Rule 1:23-3(a), all requests for copies of previously filed New Jersey Bar applications must be made by the applicant only.
- Upon receipt of your completed request form and retrieval of your file, you will be notified of the appropriate copy charges which will be payable to: *New Jersey Board of Bar Examiners.*
- Upon receipt of the fee, the application will be forwarded to the entity/individual listed below.

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REQUEST DETAILS

APPLICANT INFORMATION

- Current Full Name _____
 - If your NJ bar application was filed under a different name (e.g. maiden name), please specify: _____
- Current Address _____
- City, State, Zip _____
- Applicant ID Number (if known) _____
- Daytime Contact Information (*For Any Questions*)
 - Telephone (_____) _____
 - E-Mail Address _____

Your Signature: _____	Date: _____
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APPLICATION COPY DELIVERY INFORMATION (Check one or more)

- ☐ Send a copy of my bar application file to the jurisdiction/entity listed on my completed Authorization and Release form (*page 3*).
- ☐ Send a copy of my bar application to me via email or postal mail as listed below (*Choose one or the other*):

- Email address: _____

-OR-

- Postal mailing address:

Name _____

Address _____

City, State, Zip _____

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AUTHORIZATION AND RELEASE

Only required when requesting a copy of your bar application to be sent to another jurisdiction.

I, _____ (name) hereby
give permission to the New Jersey Board of Bar Examiners and Committee on Character in
connection with review of my file by the _____
(name of single entity)
to release directly to _____
(email or postal mailing address of single entity)
_____ all
information on my application to the New Jersey bar. I further authorize and consent to have
such entity or person cooperate with any further inquiries from the designated entity in
connection with my New Jersey bar application and character review. I understand that the
admissions process is confidential.

I hereby release, discharge and exonerate the State of New Jersey and the New Jersey
Board of Bar Examiners and Committee on Character, their agents and representatives, the
admitting authority of the above jurisdiction, its agents and representatives, and any person or
entity so furnishing information from any and all liability of every nature or kind arising out of
the furnishing or inspection of such documents, records, and other information or the
investigation made by the Committee or by the admitting authority.

X _____
Signature of Applicant Date

Executed and acknowledged before me this _____ day of _____, 20__

X _____ My Commission Expires _____
Signature of Notary Public or Attorney at Law

Notary to affix seal or stamp (place below)

For Completion by NJ Board of Bar Examiners:

Fee owed: _____ Rec'd on: _____ Initial: _____