

Application Checklist

Document/Information	Where do I find it?	When do I have to submit it?	How do I submit it?	Date Complete?
<p>Application form</p>	<p>User Home Page</p>	<p>Online with application.</p>	<p>Online form</p>	
<p>Payment May use a credit card if paying online. Otherwise, payment must be mailed in and can be in the form of a money order, certified check or cashier's check. Foreign checks are not accepted even if drawn on a US financial institution. Cash is not accepted.</p>	<p>Banks, post office, some convenience stores (if not using credit card). Credit card payment occurs at submission of Character Questionnaire.</p>	<p>According to the deadlines found online.</p>	<p>If using credit card, pay when submitting Character Questionnaire online. Otherwise, include the non-credit card payment form when sending in your fee.</p>	
<p>Authorization & Release Form One signed and notarized, Authorization & Release form must be submitted with your application.</p>	<p>Web site</p>	<p>June 15th for the July exam and January 15th for the February exam.</p>	<p>Upload after submitting the Character and Fitness Questionnaire. Applications will not be acknowledged without this document.</p>	
<p>Character and Fitness Questionnaire*** All sections must be answered. Click on the red ! for a list of incomplete sections. This online form, the application and Authorization and Release forms, as well as payment, must be submitted for your application to be considered complete.</p>	<p>Web site (make sure you have registered and started an application. Do NOT use Browse Forms).</p>	<p>According to the deadlines found online.</p>	<p>By clicking on the submit button after the application is complete.</p>	
<p>Driver's Abstract You must submit a certified COMPELTE record of your driving history, which is available from the Division of Motor Vehicles in the state or jurisdiction (including foreign jurisdictions) in which you hold or have held a driver's license in the last seven years. All abstracts MUST be obtained from the motor vehicle agency of the respective state or jurisdiction; no third-party abstracts will be accepted. You must request a certified COMPLETE abstract. Three year (abbreviated) abstracts will not be accepted.</p>	<p>State Division of Motor Vehicles. See online instructions for links to NJ, NY and PA.</p>	<p>June 15th for the July exam and January 15th for the February exam.</p>	<p>Upload after submitting the Character and Fitness Questionnaire.</p>	

<p>Law School Certificate Print the law school certificate and submit to your law school. If you transferred law schools, you must submit a certificate to each law school you attended.</p>	<p>Online under Exam Forms tab.</p>	<p>June 15th for the July exam and January 15th for the February exam</p>	<p>The law school sends this directly to the office. Submit to your law school BEFORE the deadline so they can</p>	
<p>Fill out the top portion.</p>		<p>exam.</p>	<p>submit on time.</p>	
<p>Fingerprinting Applicants must be fingerprinted for each examination.</p>	<p>Online under Exam Forms tab</p>	<p>June 15th for the July exam and January 15th for the February exam.</p>	<p>After you have been printed by the state vendor, the results are sent directly to the office.</p>	
<p>Other supplemental documentation Based on the answers provided in the Character and Fitness Questionnaire, additional documentation, such as court documentation, police reports, school records, etc., may be required. If an entity indicates that the records needed are no longer available, written notice from the entity must be submitted.</p>	<p>Once the Character Questionnaire has been submitted, a link to Upload Documents will appear on the lower right hand side of your User Home Page. Use this feature to upload ALL supplemental documents unless otherwise instructed.</p>	<p>As soon as it can be obtained.</p>	<p>Upload after submitting the Character and Fitness Questionnaire.</p>	
<p>MBE Transfer from New Jersey For applicants taking the MBE in New Jersey who need to transfer the MBE score to another state.</p>	<p>This must be requested from the National Conference of Bar Examiners (ncbex.org).</p>	<p>Refer to the deadlines from the state to which the score is being transferred.</p>		
<p>Laptop Program Applicants must register with the software vendor and download New Jersey specific software. Even if you are taking the exam in another state that uses the same software vendor as New Jersey, you must register with the vendor for each state; the software is not the same.</p>				

Additional Information

Addresses for mail/deliveries:

US Postal Service (Certified/First Class/Priority/Express Mail): New Jersey Board of Bar Examiners P.O. Box 973
Trenton, NJ 08625-0973

Overnight Deliveries via DHL, FedEx, UPS, etc.:

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

Phone: **(609) 815-2911**

Board Related Questions: **email us at bar.mailbox@judiciary.state.nj.us Office**

hours: 8:30 AM to 4:30 PM Monday through Friday

- Acknowledgements are typically posted to User Home Pages within several weeks of submission depending on the number of applications received. **Do not contact your case file manager to see if your application has been received.** Check the website for periodic updates on the current processing date. Applications are processed based on the date they arrive in the office, which is a day or two after being received in the building.
- All forms are available on the website. For fingerprinting, check your acknowledgement packet for your Case Contributor Number Box 7 (applicant number). You cannot be fingerprinted until your application is acknowledged.
- **To change your address, go to your User Home Page and Edit Personal Information. This address will be used to make site assignments, which are typically posted to your User Home Page three weeks before the exam.**
- Results are typically released in mid-May for the February exam and mid-November for the July exam. If all documentation is not submitted, your results may be held.
- After the exam, you will be notified of deficiencies once all supplemental documentation has been reviewed. **Do not contact your case file manager to see if your supplemental documentation has been received.**