

Admission on Motion Application Checklist

Document/Information	Where do I find it?	When do I have to submit it?	How do I submit it?	Date Complete?
Application form	User Home Page - online	The application form, authorization and release form, Character and Fitness Questionnaire and payment must all be submitted for the initial application to be considered complete.	Online	
Authorization & Release Form Once signed and notarized, Authorization & Release form must be submitted with your application.	Web site or User Home Page	The application form, authorization and release form, Character and Fitness Questionnaire and payment must all be submitted for the initial application to be considered complete.	Upload after submitting the Character and Fitness Questionnaire. Applications will not be acknowledged without this document.	
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 and personal checks are not accepted.	Banks, post office, some convenience stores (if not using credit card). Credit card payment occurs at submission of Character Questionnaire.	The application form, authorization and release form, Character and Fitness Questionnaire and payment must all be submitted for the initial application to be considered complete.	If using credit card, pay when submitting Character Questionnaire online. Otherwise, include the Non-credit card payment form when sending in your fee payment.	
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.	User Home Page (make sure you have registered and started an application. Do NOT use Browse Forms).	The application form, authorization and release form, Character and Fitness Questionnaire and payment must all be submitted for the initial application to be considered complete.	By clicking on the submit button after the questionnaire is complete.	
Driver's Abstract You must submit a certified COMPLETE 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	State Division of Motor Vehicles. See online instructions for links to NJ, NY, PA and CA.	Within 60 days of submitting the initial application (application form, payment, authorization and release form, and Character and Fitness Questionnaire)	Upload after submitting the Character and Fitness Questionnaire.	

abstracts will be accepted. You must request a certified COMPLETE abstract. Three year (abbreviated) abstracts will not be accepted.				
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. Fill out the top portion before submitting to your law school.	User Home Page.	Within 60 days of submitting the complete application (application form, payment, authorization and release form, and Character and Fitness Questionnaire)	The law school sends this directly to the office. Submit to your law school BEFORE the deadline so they can submit on time.	
Fingerprinting Applicants must be fingerprinted. NOTE: Some applicants may qualify for out of state printing. Special cards will be mailed to these applicants, who must have them completed at the local police department and mailed to our office. Specific instructions will be provided to qualifying applicants.	User Home Page.	Within 60 days of submitting the complete application (application form, payment, authorization and release form, and Character and Fitness Questionnaire)	After you have been printed by the state vendor, the results are sent directly to the office.	
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.	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.	Within 60 days after submitting a complete initial application.	Upload after submitting the Character and Fitness Questionnaire.	
Certificate of Good Standing (CGS) and Disciplinary Histories (DH) from each state in which you have ever been admitted.	Contact the individual state(s). Please note that a DH is a separate document from the CGS. A list of DH entities can be found on the website under the Exam tab.	Within 60 days of submitting a complete initial application.	Upload after submitting the Character and Fitness Questionnaire.	
Verification of Legal Employment	User Home Page.	Within 60 days of submitting a complete initial application.	Upload after submitting the Character and Fitness Questionnaire.	
Certification from jurisdiction in which admitted by examination	User Home Page.	Within 60 days of submitting a complete initial application.	Mailed by jurisdiction in which the examination was administered/	

Additional Information

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.

Addresses for mail/deliveries and to transfer MBE scores (either address is acceptable):

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.**
- All forms are available on the website. For fingerprinting, check your acknowledgement packet for your Case Contributor Number Box 7 (application number). You cannot be fingerprinted until your application is acknowledged.
- **To change your address, go to your User Home Page and Edit Personal Information.**
- 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.**
- **Make sure your email is set up to accept emails from noreply@njbarexams.org.**