

Kentucky Office of Bar Admissions
1510 Newtown Pike, Suite 156, Lexington, KY 40511-1255
Phone: (859)246-2381 | Fax: (859)246-2385
E-Mail: info@kyoba.org

**INSTRUCTIONS FOR COMPLETING RE-APPLICATION FOR
ADMISSION BY EXAMINATION SCR 2.024**

******BE SURE TO PRINT & READ INSTRUCTIONS AS THEY CONTAIN ******
****IMPORTANT INFORMATION & FORMS ****

Re-Applications to sit for the Kentucky bar examination must be received by the *May 10th* prior to the July exam and *November 10th* prior to the February exam. **POSTMARKS WILL BE ACCEPTED.** No Re-Application will be accepted after these deadlines. Mail or deliver your Re-Application and required fees to:

Kentucky Office of Bar Admissions
1510 Newtown Pike, Suite 156
Lexington, KY 40511-1255

You are responsible for reading the current **RULES RELATING TO THE ADMISSION OF PERSONS TO PRACTICE LAW, (SCR 2.000-2.540).**

The application must be completed as follows:

1. You must have Adobe Acrobat installed on your computer in order to print this application.
2. The answers to all questions must be completed (leave no blanks), including complete addresses and zip codes. Failure to be completely candid may result in denial of certification. If there is any doubt about how to answer a question, you should answer to the best of your ability, and explain the concern in an attachment to the application.
3. The application must be signed and notarized.
4. The Authorization and Release form must be signed and notarized.
5. If you need additional space to complete any of the questions, you must attach separate sheets.

ITEMS REQUIRED AT TIME OF FILING RE-APPLICATION

1. Completed Re-Application Form.
2. **Re-Application Fee** - Appropriate fee in the form of a *certified check, cashier's check or money order* made payable to the Kentucky Office of Bar Admissions. **There will be no refund of fees in case of denial or withdrawal of an Application.**

Re-Application Fees –

Exam not previously taken	\$ 75.00
Exam previously taken and failed	\$250.00

3. **Release of Liability Form** (*if applicable*). ****See instructions on Page 3**
4. **Non-Standard Testing Accommodations Re-Application form** (*if applicable*) ****See instructions on Page 3**
5. **Authorization & Release Form** – The Authorization and Release form and if applicable, the Authorization to Release Medical Records form must be signed and notarized.

DELIVERY OF REQUIRED ITEMS (#1 - #5 BELOW) -

It is preferred that the following items (#1 through #5) be submitted with your application. It is suggested that you use the checklist at the end of these instructions to assist you in making sure all required items are obtained.

Deadline to submit additional items: The deadline to submit additional items and attachments is -

February Exam - January 10th
July Exam - June 1st

1. **Photo ID card:** You **MUST** submit two (2) passport-photographs of yourself alone not larger than **1 1/2" x 2"** with your application. **THESE PHOTOGRAPHS ARE IN ADDITION TO THE PHOTOGRAPHS YOU SUBMITTED WITH YOUR ORIGINAL BAR APPLICATION.** The photographs must have been taken within two months of the date that you file your Re-Application. The photos must be in color, and must be a frontal head-and-shoulders pose with a plain light background. Do not wear a hat or dark glasses for the picture. Attached is a **Photo ID Card** that must be attached to your application. Please follow the instructions to complete the Photo ID Card.
 - a) You must attach one (1) passport-type photograph to the Photo ID Card and print and sign your name on the card.
 - b) One (1) passport-type photograph must be attached to the first page of your application in the area designated in the top right-hand corner.

2. **Criminal History Records:** You **MUST** submit **UPDATED** criminal history records from the State, County and, where available, City records for each state in which you have lived, worked and/or attended school **SINCE FILING YOUR ORIGINAL BAR APPLICATION OR LAST RE-APPLICATION. NOTE: YOU DO NOT NEED TO SUBMIT CRIMINAL HISTORY RECORDS FROM STATES WHERE YOU LIVED PRIOR TO FILING YOUR ORIGINAL BAR APPLICATION.**
 - a. **KENTUCKY RESIDENTS:** If you have lived, worked and/or attended school in the state of Kentucky, you can obtain your *complete* criminal history (*which includes city and county records*), by completing an online request at the Kentucky Court of Justice website. You may also use the Licensing Request Form included with these instructions. **You WILL NOT need to obtain records from each county and city where you have lived in Kentucky in addition to obtaining this record.**
 - b. **OUT OF STATE RESIDENTS:** Some State criminal history records contain all arrest and conviction data, and include criminal history records from each County and City. If you have lived, worked and/or attended school in a state or states that contain all data and include City and County records, you will only be required to obtain a criminal history record from that state repository. The list of State Repositories provides you with the name and address of the agencies to contact to obtain your state criminal history record only. It is noted next to each state's name whether or not you will be required to submit only the State record or if you must also contact local law enforcement agencies to obtain County and City records.
 - c. **STATES THAT DO NOT RELEASE CRIMINAL HISTORY RECORDS** - If you have lived, worked or attended school in a state that does not release State criminal history records, complete the Verification of Criminal History Information form for each state. However, if local law enforcement will provide records, you must submit city and county records.

3. **Driving Records:** You **MUST** submit an **UPDATED** driving record from each state where you have held a driver's license **SINCE FILING YOUR ORIGINAL BAR APPLICATION OR LAST RE-APPLICATION. NOTE: YOU DO NOT NEED TO SUBMIT DRIVING RECORDS FROM THE STATE(S) WHERE YOU HELD A DRIVER'S LICENSE PRIOR TO FILING YOUR ORIGINAL BAR APPLICATION IF YOU CURRENTLY DO NOT HOLD DRIVER'S LICENSE IN THAT STATE.** A list of the names and addresses of the driving record repositories is provided to assist you in obtaining your driving records.
STATES WHERE NOT LICENSED: If you have lived, worked, attended school and/or served in the military and did not hold a driver's license in that state, you must complete the Verification of Driving Record Information form for each state. ****NOTE: Driving records obtained online that only provide a 3 year history will be accepted.**

4. **Multistate Professional Responsibility Examination (MPRE) Score** (*only if not previously submitted with original application*) - Pursuant to SCR 2.015, you must take the Multistate Responsibility Examination before sitting for the Kentucky Bar examination. If you have not submitted your MPRE score, you may obtain a valid score report of your MPRE score by contacting:

National Conference of Bar Examiners
MPRE Records Department
P.O. Box 451
Iowa City, IA 52243-0451
www.ncbex.org

5. **Other Admissions (if applicable)** - If you have been admitted to practice law in another state(s) since filing your original bar application, you must submit the following items:
- (a) **Proof of Good Standing:** If you are admitted to practice law in another jurisdiction(s), you must submit proof that you are in good standing with the Bar of each jurisdiction. Proof of good standing may be in the form of a letter or certificate from the agency responsible for issuing that information and must show date of admission and state that you are currently a member in good standing. You may use the Good Standing contact list on Page 27 to assist you in obtaining this information. **NOTE: YOU MUST SUBMIT CURRENT PROOF OF GOOD STANDING IF THIS WAS PREVIOUSLY SUBMITTED WITH YOUR ORIGINAL BAR APPLICATION.**
 - (b) **Certificate from Disciplinary Agency.** *NOTE: This is a statement from the jurisdiction(s) where you are admitted which provides your disciplinary history and present status in the jurisdiction(s). This statement must indicate whether there have ever been or if there are presently any charges and/or complaints pending against you.* **NOTE: YOU MUST SUBMIT A CURRENT DISCIPLINARY HISTORY IF THIS WAS PREVIOUSLY SUBMITTED WITH YOUR ORIGINAL BAR APPLICATION.**
 - (c) **Multistate bar Examination (MBE) Score Transfer** - MBE scores will be accepted, pursuant to SCR 2.080(4), if you received a scaled score of 132 or above. These scores are only eligible for transfer if taken within three (3) years of the date of making application to the Kentucky Bar. . ***** NOTE:** Contact the jurisdiction where you took the MBE for instructions on transferring your MBE score to Kentucky.
 - (d) **Copy of bar application from other state(s).** **NOTE: If a copy of the application is not available, please have the jurisdiction(s) submit a letter stating that the application is no longer available.**

DELIVERY OF DOCUMENTATION REQUIRED OF QUESTIONS ON APPLICATION

You must submit documentation required of any questions on the application within 30 days of your application filing deadline. Failure to receive any required documentation within the 30 days could result in denial of your application to sit for the bar exam for which you applied.

COMPUTER TESTING

If you wish to take the Essay Examination by Laptop Computer, you must complete the Release of Liability Form on Page 11 of this application and submit it at the time of filing your Application for Admission by Examination with the Kentucky Office of Bar Admissions. Once your application is received, you will receive further instructions in regard to Laptop Testing, downloading the software, dates, deadlines, etc.

NON-STANDARD TESTING ACCOMMODATIONS

The application to request non-standard testing accommodations and accompanying forms may be obtained by contacting the Office of Bar Admissions or can be downloaded at the Admissions Office's website at www.kyoba.org. The Re-application to request non-standard testing accommodations and all applicable forms **must** be returned with your Application for Admission **by the application filing deadline.**

SUPPLEMENTAL FORMS & INFORMATION

Change of Address: It is very important that you notify the Admissions office of a change of your address, as the Admissions Office will rely on your last known address in its communication with you. To submit a change of address, you must complete the attached Change of Address Form.

Name Change: If you wish to change the way in which your name appears on the records of the Office Bar Admissions, that change must be made no later than 30 days prior to the release of bar exam results. To submit a name change, complete the attached Name Change Form and send to the Office of Bar Admissions. Any change made after the release of the bar results can only be made upon a formal motion for a name change to the Supreme Court.

Withdrawal From Examination: Withdrawal from the examination must be done in writing at least five days before the bar examination or your exam fee (\$175) will be **forfeited** and will not carry over to the next examination. If you wish to withdraw from the bar examination, complete the attached Withdrawal Form.

Photocopy of Application: Make and keep a copy of your re-application and the authorization and release form before mailing the original. You will need the copy to 1) safeguard against loss and 2) to use when applying to other jurisdictions that may require copies of all prior applications to a bar. **You will be charged a fee of \$20 for a copy of your application if you do not retain a copy for yourself.**

Questions or Information: If you have any questions in regard to applying for admission to the Kentucky Bar, please contact:

Kentucky Office of Bar Admissions
1510 Newtown Pike, Suite 156
Lexington, KY 40511-1255
(859) 246-2381
FAX: (859) 246-2385
E-mail: info@kyoba.org

CHECKLIST OF REQUIRED DOCUMENTS

Use this section as a checklist for items and applicable forms required as a part of your application.

REQUIRED AT THE TIME OF FILING YOUR APPLICATION

- ____(a) Completed Re-Application.
- ____(b) Re-Application Fee.
- ____(c) Authorization & Release Form and *(If applicable, the Authorization to Release Medical Records Form)*
- ____(d) Release of Liability Form
- ____(e) Non-Standard Testing Accommodations Re-Application *(if applicable)*.

REQUIRED BY THE REQUIRED ATTACHMENT DEADLINES

- ____(f) Updated driving record from the state(s) where you have held a driver's license **SINCE FILING YOUR ORIGINAL BAR APPLICATION. NOTE: YOU DO NOT NEED TO SUBMIT DRIVING RECORDS FROM STATE(S) WHERE YOU HELD A DRIVER'S LICENSE PRIOR TO FILING YOUR ORIGINAL BAR APPLICATION IF YOU CURRENTLY DO NOT HOLD DRIVER'S LICENSE IN THAT STATE.**
- ____(g) Verification of Driving Record Information. *(If applicable)*
- ____(h) Updated criminal history records from state(s) where you have lived, worked or attended school **SINCE FILING YOUR ORIGINAL BAR APPLICATION. NOTE: YOU DO NOT NEED TO SUBMIT CRIMINAL HISTORY RECORDS FROM STATES WHERE YOU LIVED PRIOR TO FILING YOUR ORIGINAL BAR APPLICATION.**
- ____(i) Verification of Criminal History Information Form. *(If applicable)*
- ____(j) Photo Identification *(2 photos required)*. (See **Photo ID Card of General Instructions**) **NOTE: THESE ARE IN ADDITION TO THE PHOTOS SUBMITTED WITH YOUR ORIGINAL BAR APPLICATION.**
- ____(k) MPRE score *(if applicable)*.
- ____(l) Proof of Good Standing *(if applicable)*. **NOTE: YOU MUST SUBMIT A CURRENTLY DATED CERTIFICATE OF GOOD STANDING IF YOU SUBMITTED THIS WITH YOUR ORIGINAL BAR APPLICATION.**
- ____(m) Disciplinary History *(if applicable)*. **NOTE: YOU MUST SUBMIT A CURRENTLY DATED DISCIPLINARY HISTORY IF YOU SUBMITTED THIS WITH YOUR ORIGINAL BAR APPLICATION.**
- ____(n) MBE Score Transfer *(If applicable)*
- ____(o) Copy of bar application from other state(s) *(if applicable)*.

REQUIRED WITHIN 30 DAYS OF APPLICATION FILING DEADLINE

- ____(p) Any documentation required of any questions on the Application

KENTUCKY OFFICE OF BAR ADMISSIONS

COMPUTER TESTING INFORMATION & INSTRUCTIONS

(Revised 9/08)

The Kentucky Office of Bar Admissions offers the opportunity for applicants to take the essay portion of the Kentucky bar examination by laptop computer. Kentucky has chosen the Extegrity Software Company to provide the software, Exam4, for the Kentucky Bar Examination. The following pages contain the information and instructions to take the Kentucky Essay Examination by computer.

Any applicant who is interested in computer testing must register to take the Kentucky Essay exam by laptop on the Exam4 website. You will receive information regarding registration dates in a confirmation from the Kentucky Office of Bar Admissions.

Applicants will be required to provide their own laptop and the laptop must meet the system requirements set forth on the Exam4 website. Each applicant will be required to pay a fee of \$100 at the time of registration on the Exam4 website.

*****PLEASE NOTE: In order to prepare for adequate seating at the bar exam site, if you decide not to take the Essay portion of the exam by computer, you MUST notify the Office of Bar Admissions immediately, but not later than FEBRUARY 1 for the February exam and JULY 1 for the July exam that you want to write the Essay portion. If notification is not received by this deadline, there is a possibility that you will have to be seated in the computer section.***

Laptop Information Sheet for the Kentucky Bar Exam

- Laptop users may or may not be in a separate room from the general examination population.
- You should be experienced working with your laptop computer.
- You must provide your own laptop with a CD drive, a USB port and a power cord.
- If you do not own the laptop you intend to use, you should make sure that there are no restrictions in place for that laptop, which will prevent you from downloading the software.
- You will only use your laptop to take the essay portion of the Kentucky Bar examination, not the MBE.
- Should your laptop malfunction on the day of the examination, you will be required to handwrite your examination answers in the answer book.
- If you withdraw from taking the essay by laptop computer and wish to write the exam, you must notify the Office of Bar Admissions no later than **February 1st prior to the February exam** and **July 1st prior to the July exam** to be seated in the main testing room. If your withdrawal is received after these dates, it is possible that you will be required to write your essay exam in the computer section.
- We will supply the electrical hookups and surge protectors. You may NOT take the bar exam on your battery.
- You will not get a hard copy of your answer. You will do all editing on the screen. Your answers will be printed by the software company and provided to the Examiners for grading.
- You will have to install the required version of Exam 4 prior to the established deadlines in order to take the Kentucky Essay by laptop computer. (**Note: If you have previously used Exam4, you MUST register and install the Bar Exam version of the software**)

1. PRESENT EMPLOYMENT

From Mo./Yr. _____ To Mo./Yr. _____

Name of Employer _____

Address _____

City/State _____ Zip Code _____

Phone# _____ Supervisor Name _____

2. Have you applied, taken the Bar Examination and/or been admitted in another jurisdiction since filing your original application? Yes No

If yes, indicate below the states where you have applied for or taken an exam, the date and disposition of such exam(s) and attach copies of the application(s) from those jurisdictions.

Jurisdiction _____ Date _____ Disposition _____

Jurisdiction _____ Date _____ Disposition _____

Jurisdiction _____ Date _____ Disposition _____

3. List any changes in your residence since you filed your original application.

From _____ To _____

Street _____

City/State _____ Zip _____

From _____ To _____

Street _____

City/State _____ Zip _____

4. Have there been any occurrences or changes in the areas listed below since the filing of your original application?

Employment Yes No

Litigation Yes No

Criminal/Traffic/DUI Yes No

Medical Yes No

If you answered "yes" to any of the above, state facts fully and provide explanation and/or all documentation and names and addresses pertaining to each occurrence.

5. Since filing your original bar application:

- (a) Are there any unsatisfied judgments, liens or court orders of continuing effect against you? Yes No
- (b) Have you ever had a credit card revoked? Yes No
- (c) Do you currently have any unpaid collection or charged off accounts? Yes No
- (d) Have you ever filed or been the subject of a petition in bankruptcy? (Provide copy of bankruptcy petition and order of discharge.) Yes No
- (e) Have you ever defaulted on a student loan? Yes No
- (f) Have you ever been adjudged bankrupt or insolvent? Yes No
If you answer "yes" to any answers in 5(a) – 5(f), provide a detailed explanation and copies of documentation and/or correspondence which provides any arrangements for repayment or resolution.
- (g) Have you, within the last ten (10) years, failed to file any applicable state or federal income tax and/or report required by law? Yes No
- (h) Have you, within the last ten (10) years, failed to pay any personal or business related taxes owed pursuant to state or federal law? Yes No

In regard to parts (g) & (h), provide copies of all tax returns, reports and communications to from and with the Internal Revenue Service which relate to the matters covered in your explanation.

I hereby certify as follows:

I will immediately report to the Kentucky Office of Bar Admissions any changes to the answers provided in my original application and/or re-application to sit for the Kentucky bar examination prior to the date the bar examination for which I have re-applied herein. I will provide information regarding any other events that may reflect upon my moral character and integrity.

If there are any other incident(s) or occurrence(s) in your life which is not otherwise referred to in the application which has bearing, either directly or indirectly, upon your character and fitness for admission to the Bar, I will report such to the Character and Fitness Committee.

I have read the foregoing questions and have answered the same fully and candidly. The answers are complete and true to the best of my knowledge.

Signature of Applicant

Date

STATE OF _____

COUNTY OF _____

Subscribed to and sworn to before me this _____ day of _____, 20_____.

Signature of Notary Public

Commission Expires

RELEASE OF LIABILITY FORM

I have requested to take the essay portion of the Kentucky bar examination by laptop rather than writing the answers by hand. I fully understand that the use of electronic technology in completing my answers to the essay portion of the examination carries with it some risks, such as power failure, computer failure, etc. However, I have decided that the convenience of typing answers outweighs any risks that might result from a malfunction or power failure. e.g. loss of material or delays that could adversely affect the quality of my answers.

Since this decision is my decision and is voluntary in nature, I hereby release the Office of Bar Admissions, the software company, their respective officers, directors, employees, agents and affiliates, and any other person, fund or entity related to either of them from any liability it may have relating to my having taken the bar examination by laptop. Through my signature on this document is my intention that this release be sufficient grounds to have any suit related to problems resulting from my taking the essay portion of the bar examination by laptop summarily dismissed.

In the unlikely event that there would be a problem such as a malfunction or power loss it is my understanding that I would be provided the opportunity to use the remaining time to write my answers by hand. However, I fully understand that in no event would I be permitted extra time or be given any other concessions to complete the examination.

Applicant Signature

State of _____

County of _____

Subscribed, sworn to and acknowledged before me by _____, on this _____ day of _____, 20____.

Notary Public

My commission expires

AUTHORIZATION TO RELEASE MEDICAL RECORDS

Upon presentation of the original or a photocopy of this signed authorization,

I, _____,
(name of applicant)

Date of birth _____, Social Security #: _____,

Hereby authorize _____,
(name and address of program, institution or person making disclosure)

to release to the Character and Fitness Committee of the Kentucky Office of Bar Admissions information, including copies of records, concerning advice, care or treatment given to me relating to mental illness, alcohol or substance abuse, and I further authorize any inquiries, questions or interrogatories concerning me, and authorize the appearance and testimony concerning me before the Character and Fitness Committee or any agent or representative, as requested by the Committee.

The purpose of this authorized disclosure is to provide information to assist the Character and Fitness Committee in their investigation of my character and fitness for admission to the practice of law in the State of Kentucky.

I hereby release, discharge and exonerate the Character and Fitness Committee, its agent and representatives and its agents and

(name program, institution or doctor making disclosure)

representatives so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigation made by the Character and Fitness Committee.

I understand that my alcohol and/or drug treatment records are protected under the Federal regulations governing confidentiality of alcohol and Drug Abuse Patient Records, 42.C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. pts 160 & 164. I understand that my health information specified above will be disclosed pursuant to this authorization, that the recipient of the information may re-disclose the information and the HIPAA privacy law may no longer protect it. The Federal regulations, governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42.C.F.R. Part 2, noted above, however, will continue to protect the confidentiality of information that identifies me as a patient in an alcohol or other drug program from re-disclosure. I understand that I may revoke this consent in writing at any time except to the extent that action has been taken in reliance on it, and that this consent will expire in one (1) year unless otherwise specified below:

Authorizing Signature: _____ Date: _____
Witness: _____ Date: _____

CONFIDENTIALITY OF RECORDS

This information has been disclosed to you from records whose confidentiality is protected by federal law. Federal Regulations (42 CFR, Part 2) prohibit you from making any further disclosure of it without specific written consent of the person to whom it pertains, or as otherwise permitted by such regulation. A general authorization for the release of medical or other information is not sufficient for this purpose. This authorization for release of information may be considered as an original in instances of fax transmittal.

AUTHORIZATION AND RELEASE

IN RE APPLICATION OF:

Name of Applicant _____

TO WHOM IT MAY CONCERN:

I, _____, having filed an application with the Kentucky Office of Bar Admissions for admission to the Kentucky Bar, hereby consent to have an investigation made as to my qualifications and good moral character. I have carefully read the questions in the foregoing application and have answered them truthfully, fully and completely, without mental reservations of any kind. I fully understand that failure to make a full disclosure of any fact or information called for may result in the denial of my application and receipt of an adverse moral character determination.

Having reviewed the Supreme Court Rules relating to admission to the Kentucky Bar, Supreme Court Rule 2.008 relating to confidentiality, and having filed an application for admission to the Kentucky Bar, I fully recognize the responsibility to the Public, the Bench, and the Kentucky Bar vested with the Character and Fitness Committee of the Office of Bar Admissions by the Supreme Court of Kentucky to determine the moral character and fitness for the practice of law of those seeking admission to the Kentucky Bar. Therefore, I hereby authorize and request every medical doctor, school official and every other person, firm, officer, corporation, association, organization or institution having control of any documents, records or other information pertaining to me relevant to my good moral character and fitness to perform the responsibilities of an attorney, to furnish any such documents, records and other information to said Committee, or any of its representatives. Further I hereby authorize and permit said Committee, or any of its representatives, to inspect and make copies of any such documents, records and other information including, but not limited to, any and all medical reports, laboratory reports, X-rays, or clinical abstracts which may have been made or prepared pursuant to, or in connection with, any examination(s), consultation(s), test(s), evaluation(s), of the undersigned.

This Authorization and Release shall specifically permit the Director of Kentucky Lawyer Assistance Program (KYLAP) to provide the Committee with any and all information contained in its records, including but not limited to any and all records that might otherwise be subject to Supreme Court Rules or other statutory or regulatory provisions of confidentiality prohibiting such disclosure.

This Authorization and Release shall also specifically represent the written authorization, as is required by Supreme Court Rule 2.008(a), necessary to permit the Committee or any of its representatives to do the following:

1. To provide every medical doctor, school official and every other person, firm, officer, corporation, association, organization or institution having control of any documents, records or other information pertaining to me relevant to my good moral character and fitness to perform the responsibilities of an attorney any information necessary to solicit relevant documentation of my character and fitness.
2. To provide the Director of Kentucky Lawyer Assistance Program (KYLAP) with any information necessary to arrange for any diagnostic testing and/or ongoing counseling that it deems necessary.
3. To disclose to my law school and discuss any investigative material discovered in processing my application that I may have failed to provide to the school in violation of my student obligations that might impact on the school's certification to the Committee of my good character and fitness to practice law.

I hereby authorize all such persons as set out above to answer any inquiries, questions, or interrogatories concerning the undersigned which may be submitted to them by the Kentucky Office of Bar Admissions' Character and Fitness Committee or its authorized representative, and to appear before said Committee, or its authorized representative and to give full and complete testimony concerning the undersigned, including any information furnished by the undersigned.

I understand that I am under a continuing obligation to keep my application current and must update in writing my responses to the application whenever there is an addition to or a change to information previously furnished the Committee.

I hereby release, discharge and exonerate the Kentucky Office of Bar Admissions' Character and Fitness Committee, or its authorized representative, as well as all such persons as set out above who shall comply in good faith with the authorization and request made herein from any and all liability of every nature and kind growing out of or in anywise pertaining to the furnishing or inspection of such documents, records or any other pertinent information or the investigation made by said Character and Fitness Committee, or its authorized representative. The undersigned further waives absolutely any privilege he/she may have relevant to the Committee's investigation and evaluation of his/her good moral character and fitness to perform the responsibilities of an attorney under Kentucky laws.

For purposes of this release, the undersigned gives permission to use a photocopy of his/her signature on this form as an original signature.

Signature of Applicant

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____.

Signature of Notary Public

Date

Commission Expires

INSTRUCTIONS FOR COMPLETING THE PHOTO ID CARD

1. Cut out the photo ID card.
2. Fold on the dotted line.
3. Affix one photo in space provided and affix the remaining photo to the first page of the application.
4. Print and Sign name in designated area on the ID card.

<ol style="list-style-type: none"> 1. Affix passport size photo in space provided. 2. Photo size must be no less than 1 ½” x 1 ½” no more than 2” x 2”, showing a full-face front view of applicant in which facial features are clear and distinguishable. 3. Type or print name on line provided and sign on the designated line. <p>THIS CARD MUST BE FILED WITH YOUR APPLICATION</p>	<p>Affix photo In this Space DO NOT STAPLE</p>	<p style="text-align: center;">SIGN NAME HERE</p> <hr style="width: 100%;"/> <p style="text-align: center;">TYPE OR PRINT NAME HERE</p>
<p>KENTUCKY BAR EXAMINATION</p>		

KENTUCKY OFFICE OF BAR ADMISSIONS

CHANGE OF ADDRESS FORM

(Residential or E-mail)

I, _____, am submitting a change of address to
(Print name of Applicant)

be filed with my application for admission to the Kentucky Bar. Please change your records to reflect my new address. Please send any further correspondence to the new address list below.

Signature of Applicant

Date

NEW RESIDENTIAL ADDRESS

Street: _____

City/State _____ Zip Code _____

Phone #: (____) _____

OLD RESIDENTIAL ADDRESS

Street: _____

City/State _____ Zip Code _____

Phone #: (____) _____

NEW E-MAIL ADDRESS:

OLD E-MAIL ADDRESS

KENTUCKY OFFICE OF BAR ADMISSIONS

NAME CHANGE FORM

I, _____, am submitting this name change
(Print name of Applicant)

form to be filed with my application for admission to the Kentucky Bar. Please change your records to reflect my new name.

I understand that this name change will alter the manner in which my name will be appear on all records of the Kentucky Office of Bar Admissions and on my certificate to practice law. I also understand that any further name changes must be made with the Office of Bar Admissions not less than 30 days prior to the release of my bar examination results. I further understand that after the Supreme Court Order certifying passage of the bar examination has been entered, my name can only be changed upon a formal motion for a name change.

Signature of Applicant

Date

NAME CHANGE FROM:

Print or Type

NAME CHANGE TO:

Print or Type

KENTUCKY OFFICE OF BAR ADMISSIONS
UPDATE OF CHARACTER & FITNESS INFORMATION

I, _____, am submitting the following
Print Applicant's Name

information in order to update my application for admission to the Kentucky Bar. If applicable, I have attached any pertinent documentation relating to this incident or occurrence.

Signature of Applicant

Date

Subscribed and sworn to by _____ this _____ day of
_____, 20__.

Signature of Notary Public

My Commission Expires

KENTUCKY OFFICE OF BAR ADMISSIONS

WITHDRAWAL FORM

I, _____, hereby withdraw my application for
(Print Applicants Name)

admission to the Kentucky Bar. I have applied for admission pursuant to:

_____ SCR 2.022, Admission by Examination

_____ I wish to re-apply for the next bar examination, please apply my fees toward a that examination and send me the appropriate re-application forms.

_____ I do not wish to re-apply at this time, please defer my application and fees toward a future bar examination.

_____ SCR 2.110, Admission Without Examination

_____ SCR 2.111, Limited Certificate of Admission

_____ SCR 2.112, Attorney Participate in Defender or Legal Services Program

_____ SCR 3.500, Restoration to Membership or 3.510, Reinstatement Application

Comments:

Signature of Applicant

Date

AOC-RU-005
Rev. 1-10
Page 1 of 1
Commonwealth of Kentucky
Court of Justice www.courts.ky.gov

records@kycourts.net



LICENSING AGENCY REQUEST

MAIL REQUESTS TO:
ADMINISTRATIVE OFFICE OF THE COURTS
RECORDS UNIT
100 MILLCREEK PARK
FRANKFORT, KENTUCKY 40601
502- 573-1682 or 800-928-6381

The process to obtain the information contained in CourtNet is as follows:

Individuals for License

Requesting a record on yourself for the purpose of obtaining a License requires a **\$15.00 fee (check or money order)**.

Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect information contained on the record is incorrect, or have any questions, please contact the Records Unit at (502) 573-1682 or (800) 928-6381.

PLEASE **PRINT OR TYPE** THE INDIVIDUAL'S INFORMATION **CLEARLY**.

SOCIAL SECURITY NUMBER: _____ DLN: _____

NAME: _____

MAIDEN NAME(S) AND/OR ALIAS: _____

DATE OF BIRTH: _____

STREET ADDRESS / P.O. BOX: _____

CITY, STATE, ZIP CODE: _____

I understand that failure to accurately provide the information requested may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing.

*** ALL INFORMATION BELOW IS REQUIRED.**

MARY RIDDELL

Requestor/Contact Person

KENTUCKY OFFICE OF BAR ADMISSIONS

Agency

1510 NEWTOWN PIKE SUITE 156

Address

LEXINGTON KY 40511-1255

City, State, Zip

Date

859-246-2381

Phone Number

E-mail Address

KENTUCKY OFFICE OF BAR ADMISSIONS

VERIFICATION OF CRIMINAL HISTORY INFORMATION

Please retain this original and make photocopies as needed to satisfy the requirements for submitting the criminal history records(s) as listed in the application instructions. You must submit one form for each jurisdiction that does not release criminal history records.

To be used only for jurisdictions those do not release state criminal history records.

Applicant Name: _____

SS#: _____

[] I (applicant name), _____ hereby state that according to the Criminal History Record Repositories from, the state of _____ does not provide clearance to obtain my criminal history record information. I further verify that I **do not** have a criminal record in said state.

[] I (applicant name), _____ hereby state that I **do have** a criminal record in the state of _____ and that I have provided a detailed explanation of the circumstances on an attached sheet, and have attached copies of all documentation.

I verify that the statements of facts made by me in this verification are true and correct. I further verify that I have not omitted any facts or matters pertinent to the requirements for submitting the criminal history record. The verification is being submitted with my application as required according to the applications in lieu of submitting a criminal history record.

Applicant's Signature: _____

Date: _____

KENTUCKY OFFICE OF BAR ADMISSIONS

VERIFICATION OF DRIVING RECORD INFORMATION

*(Required if you have lived, worked or attended college
of law school in another state, but did not hold a driver's license in that state)*

Please retain this original and make photocopies as needed to satisfy the requirements for submitting the original driving record(s) as listed in the application instructions. You must submit one form for each jurisdiction.

Applicant name: _____

Social Security Number: _____

I (applicant name), _____, hereby state that I lived, worked, attended school and/or served in the military in _____, but was not licensed to drive in that state or country.

I verify that the statements of facts made by me in this verification are true and correct. I further verify that I have not omitted any facts or matters pertinent to the requirements for submitting the original driving record. The verification is being submitted with my application as required according to the application instructions in lieu of submitting an original driving record.

Applicant's Signature: _____ Date: _____

STATE RECORD REPOSITORIES

It is suggested that you contact repositories directly to determine correct procedure for obtaining criminal history records

ALABAMA - Request State only (includes County & City record)

Alabama Bureau of Investigation
Identification Unit
P.O. Box 1511
Montgomery, AL 36102-1511
(334) 353-1172
<http://www.dps.state.al.us/public/abi/cic.asp>

ALASKA - Request State only (includes County & City record)

Department of Public Safety
Records & Identification
5700 E. Tudar Road
Anchorage, AK 99507
(907) 269-5767

ARIZONA - Request State only (includes County & City records)

Arizona Department of Public Safety
Criminal History Records Section
ATTN/DAYSHIFT
P.O. Box 18450
Phoenix, AZ 85005-8450
(602) 223-2229
<http://www.dps.state.az.us/reports/criminalhistory/default.asp>

ARKANSAS - State, County & City records required

Arkansas State Police
Attn: ID Bureau
#1 State Police Plaza Drive
Little Rock, AR 72209
(501) 618-8500
Online requests:
<https://www.ark.org/criminal/index.php>
Info. & Forms:
<https://www.ark.org/criminal/index.php?ac:s>
[how:contact=1#2](https://www.ark.org/criminal/index.php?ac:s)

CALIFORNIA - *State, **County & City Records required.

*Contact Ky. Office of Bar Admission for info & fingerprint card.
**Must contact local law enforcement for County & City records.

COLORADO - Request State only (includes County & City records)

Colorado Bureau of Investigation
690 Kipling Street, #3000
Denver CO 80215
(303) 239-4208
Online requests:
<https://www.cbirecordscheck.com/Index.asp>
Info & Forms:
<http://cbi.state.co.us/id/faq.htm>

CONNECTICUT - State, County & City records required

State Police Bureau of Identification
1111 Country Club Road
P.O. Box 2794
Middletown, CT 06457-9294
(860) 685-8480
Call to request form DPS846-C or download form at:
<http://www.ct.gov/dps/cwp/view.asp?a=2154&q=294426>

DELAWARE - Request State only (includes County & City records)

Delaware State Police
State Bureau of Identification
P.O. Box 430
Dover, DE 19903
(302) 739-2134

DISTRICT OF COLUMBIA

Metropolitan Police Headquarters
Mail Correspondence
300 Indiana Ave., N.W., Room 3055
Washington, DC 20001
(202) 727-4232

FLORIDA - Request State only (includes County & City records)

Florida Department of Law Enforcement
CJIS User Services
Public Records Section
PO Box 1489
Tallahassee FL 32302
(850) 410-8109
Online requests: <http://www2.fdle.state.fl.us>
Forms & Info.:
<http://www.fdle.state.fl.us/CriminalHistory>

GEORGIA - Request State only (includes County & City records)

Georgia Crime Information Center
Computerized Criminal History Operation
P.O. Box 370748
Decatur, Georgia 30037-0748
<http://www.ganet.org/gbi/crimhist.html>
Include OAC# GAP231457 on fingerprint card.

HAWAII - Request State only (includes County & City records)

Hawaii Criminal Justice Date Center
465 S. King Street, Room 101
Honolulu, HI 96813
(808) 587-3100
Online request:
<http://ecrim.hawaii.gov/ahewa/>

IDAHO - Request State only (includes County & City records)

Idaho State Police
Bureau of Criminal Identification
P.O. Box 700
Meridian, ID 83680-0700
(208) 884-7130
Info & Forms:
http://www.isp.state.id.us/identification/crim_e_history/index.html

IOWA - Request State only (includes city & county records)

Division of Criminal Investigation
Wallace State Office Bldg.
Des Moines, IA 50319
(515) 281-4776
Info & Forms :
<http://www.state.ia.us/government/dps/dci/crimhist.htm>

INDIANA - State, County & City Records required

Indiana State Police
Central Repository
100 North Senate Avenue, Room N302
Indianapolis, IN 46204-2259
Online request:
<https://secure.in.gov/apps/isp/lch/>
Forms & Info:
<https://secure.in.gov/apps/isp/lch/>

ILLINOIS - State, County & City Records required

Illinois State Police
Bureau of Identification
Fee Processing Unit
260 N. Chicago Street
Joliet, IL 60431-1060
(815) 740-5216
Request form at: <http://www.isp.state.il.us/>

IOWA - State only, includes County & City Records

Division of Criminal Investigation
Wallace State Office Bldg.
Des Moines, IA 50319
(515) 281-4776
Info & Forms:
http://www.dps.state.ia.us/DCI/Records_Ide nt/index.shtml

KANSAS - Request State only (includes County & City records)

Kansas Bureau of Investigation
Attn: Adult Records
1620 SW Tyler
Topeka, KA 66612-1837
(785) 296-8200
records@kbi.state.ks.us

Online requests:

<http://www.accesskansas.org/kbi/criminalhistory>

Info & Forms:

<http://www.accesskansas.org/kbi/criminalhistory>

LOUISIANA - Only County & City records required

State Records not available
Request County & City records from local law enforcement.

MAINE - Request State only (includes County & City records)

State Bureau of Identification
State House Station #42
Augusta, ME 04333-0042
(207) 624-7240
Online requests:

<http://www.informe.org/PCR>

Forms & Info:

<http://www.informe.org/PCR/faq.html>

MARYLAND - Request State only (includes County & City records)

*Call Ky. Office of Bar Admissions for info. and fingerprint card

MASSACHUSETTS - Request State only (includes County & City records)

*Contact Ky. Office of Bar Admissions for procedure to request State Criminal History Records

MICHIGAN - Request State only (includes County & City records)

Dept. of State Police
CJIC, Identification Section
7150 Harris Drive
Lansing, MI 48913
Online Requests: <http://mi-mall.michigan.gov/webapp/wcs/stores/servlet/StoreCatalogDisplay?storeId=10201&langId=-1&catalogId=10201>

Info & Forms:

http://www.michigan.gov/msp/0,1607,7-123-1589_1878_8311-10418--,00.html

MINNESOTA - Request State only (includes County & City records)

Minnesota Department of Public Safety
Bureau of Criminal Apprehension
Criminal Justice Information Section
1430 Maryland Avenue East
St. Paul, MN 55106-2802
(651) 793-2400

Forms & Info:

www.dps.state.mn.us/bca/CJIS/Documents/CJIS-Intro.html

MISSISSIPPI - Only County & City records required

State Records not available - Closed records state

Request County & City records from local law enforcement.

MISSOURI - Request State only (includes County & City records)

Missouri State Highway Patrol
Criminal Records and Identification Division
P.O. Box 568
Jefferson City, MO 65102
(573) 526-6153

Forms & Info:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/CrimRecChk.html>

MONTANA - Request State only (includes city & county)

Criminal Records and Identification Services
303 N. Roberts
P.O. Box 201403
Helena, MT 59620-1403
(406) 444-3625

Info & Forms:

<http://www.doj.state.mt.us/enforcement/bacgroundchecks.asp>

NEBRASKA - State, County & City Records required

Nebraska State Patrol
Criminal Identification Division
P.O. Box 94907
Lincoln, NE 68509
(402) 471-4545

For info:

<http://www.nsp.state.ne.us/findfile.asp?id=174>

NEVADA - Request State, County & City records)

Department of Public Safety
Records & Identification Bureau
233 S. 10th Suite 101
Carson City, NV 89703
(775) 687-1600
For info: <http://nvrepository.state.nv.us/>

NEW HAMPSHIRE - Request State only (includes County & City records)

New Hampshire Department of Safety
DIVISION OF STATE POLICE
Jeffrey Kellett, Administrator
Central Repository for Criminal Records
33 Hazen Drive,
Concord, NH 03305
Phone: (603) 271-2538
Forms and info:
<http://www.nh.gov/safety/nhsp/cr.html>

NEW JERSEY - State, County & City Records required

Division of State Police
Attn: CIU
P.O. Box 7068
West Trenton, NJ 08628-0068
Forms & Info:
http://www.njsp.org/about/serv_chrc.html

NEW MEXICO - Request State only (includes County & City records)

Department of Public Safety
Attn: Records
P.O. Box 1628
Santa Fe, NM 87504-1628
(505) 827-9181
Info & Forms:

<http://www.dps.nm.org/faq/index.htm>

NEW YORK - Request State only (includes County & City records)

Record Review Unit
New York State Division of Criminal Justice Services
4 Tower Place
Albany, NY 12203-3764
(518) 485-7675
Info & Forms:
<http://criminaljustice.state.ny.us/crimnet/mai1.htm>

NORTH CAROLINA - Only County & City records required

State Records not available

Request County & City records from local law enforcement

NORTH DAKOTA - State, County & City Records required

Criminal Records Section
North Dakota Bureau of Criminal Investigation
P.O. Box 1054
Bismarck, ND 58502-1054
(701) 328-5500
Info & Forms:
<http://www.ag.state.nd.us/FAQ.htm>

OHIO - Request State only (includes County & City records)

Bureau of Criminal Identification & Investigation
Identification Section
P.O. Box 365
London, OH 43140-0365
(740) 845-2000
Online requests:
<http://www.webcheck.ag.state.oh.us>
Info & Forms:
http://www.ag.state.oh.us/sections/bci/identification_division.htm

OKLAHOMA - Request State only (includes City & County records)

Oklahoma State Bureau of Investigation
Criminal History Reporting Unit
6600 N. Harvey, Bldg. 6, Suite 140
Oklahoma City, OK 73116
(405) 848-6724
Info & Forms:
<http://www.osbi.state.ok.us/PublicServices/CriminalHistory.html>

OREGON - *Request State only (includes County & City records)*
Oregon State Police
Identification Services Section, Unit 11
P.O. Box 4395
Portland, OR 97208-4395
(503) 378-3070
Info & Forms:
http://www.oregon.gov/OSP/ID/public_reco_rds.shtml

PENNSYLVANIA – *State, County & City records required*
Pennsylvania State Police Central Repository 164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758
(717) 783-9973
Online requests:
<https://epatch.state.pa.us/Home.jsp>
Info & Forms:
<http://www.psp.state.pa.us/psp/cwp/view.asp?A=4&Q=48275>

RHODE ISLAND - *Request State only (includes County & City records)*
Dept of Atty General
Bureau of Criminal Identification
150 South Main Street
Providence, RI 02903
(401) 274-4400

SOUTH CAROLINA - *Request State only (includes County & City records)*
South Carolina Law Enforcement Division
Central Records Department
4400 Broad River Road
Columbia, SC 29221
(803) 896-7043
Online requests: <http://www.sled.state.sc.us>
Info:
<http://www.sled.state.sc.us/SLED/default.asp?Category=SLEDGI&Service=FAQ>

SOUTH DAKOTA - *Request State only (includes County & City records)*
Division of Criminal Investigation
Identification Section
500 E. Capitol

Pierre, SD 57501-5070
(606) 773-3331

TENNESSEE – *Request State only (includes County & City records)*
Tennessee Bureau of Investigation
901 RS Gass Blvd.
Nashville, TN 37216-2639
(615) 744-4004
For info:
<http://www.tbi.state.tn.us/Info%20Systems%20Div/TORIS/toris.htm>

TEXAS – *Request State only (County & City records included)*
DPS Crime Records Service
P.O. Box 15999
Austin, TX 78761-5999
(512) 424-2079
Online requests:
https://records.txdps.state.tx.us/dps_web/Portal/index.aspx
Info & Forms:
https://records.txdps.state.tx.us/dps_web/Portal/index.aspx

UTAH - *State, County & City Records required*
Bureau of Criminal Identification
3888 West 5400 South
Salt Lake City, Utah 84118
Phone: 801-965-4445
Fax: 801-965-4749
For info & forms:
<http://bci.utah.gov/Records/RecOwnRecord.html>

VERMONT - *State, County & City Records required*

***Contact Ky. Office of Bar Admissions for procedure to request State Criminal History Records**

VIRGINIA - *Request State only (includes County & City records)*
Department of State Police
Central Criminal Records Exchange

P.O. Box 8507
Richmond, VA 23261
(804) 674-2000
Info & Forms:
http://www.vsp.state.va.us/CJIS_Criminal_Record_Check.shtml

WASHINGTON - *State, County & City Records required*
To request form 3000-240-569 & fingerprint card:
Identification and Criminal History Section
Washington State Patrol
PO Box 42633
Olympia WA 98504-2633
(360) 705-5100
e-mail: crimhis@wsp.wa.gov

WEST VIRGINIA - *Request State only (includes County & City records)*
***Call Ky. Office of Bar Admissions for info. and fingerprint card**

WISCONSIN - *Request State only (includes County & City records)*
Crime Information Bureau
Department of Justice
Attn: Record Check Unit
P.O. Box 2688
Madison, WI 53701-2688
(608) 266-2764
email: INTCH@doj.state.wi.us
Online Requests: <http://wi-recordcheck.org>
Info & Forms:
<http://www.doj.state.wi.us/dles/cib/crimback.asp>

WYOMING - *State, County & City Records required*
Write or phone to obtain "Request for Criminal Record Packet"
Division of Criminal Investigation
316 West 22nd Street
Cheyenne, WY 82002
(307) 777-7181
Info & Forms:
<http://attorneygeneral.state.wy.us/dci/chc.html>

DRIVING RECORD REPOSITORIES

Applicants MUST contact repositories directly to determine whether information has changed

ALABAMA

Dept. of Public Safety
Driver Record Request
Driver License Division
P.O. Box 1471
Montgomery, AL 36102-1471
(334) 242-4400
Fee: \$5.75 payable to Alabama
Dept.
Of Public Safety, cash,mo,cc

ALASKA

Dept. of Public Safety
Division of Motor Vehicles
P.O. Box 20020
450 Whittier (use zip code 99801
if
sent to street address)
Juneau, AK 99802-0020
(907) 465-4361
Fee: \$5, pc,mo,cc

ARIZONA

Motor Vehicles Division
1801 West Jefferson Avenue
Mail Drop 539M, Room 139
Phoenix, AZ 85007
(602) 255-0072
Fee: \$5, cc,pc,mo
Will only provide 5yr record

ARKANSAS

Traffic Violation Reports
Ledbetter Building, Rm. 127
P.O. Box 1272
Little Rock, AR 72203
(501) 682-7204
Fee: \$10 payable to Dept. o
f Finance
& Admin. pc,mo

CALIFORNIA

Dept. of Motor Vehicles
P.O. Box 944247
Mail Station C 198
Sacramento, CA 94244
(916) 657-6555
Fee: \$5, pc,mo,cc
Must request a DL-70 form*

CANADA - ONTARIO ONLY

Ministry of Transportation,
Data Management Section
Main Floor
2680 Keele, East Bldg.
Downsview, Ontario M3M3E6
(416) 235-4733
Fee: \$18 payable to Minister of
Finance. pc,mo,cc
Note: This is for requests in
Ontario
only. For any other province,
contact
the licensing agency.

COLORADO

Motor Vehicle Division
Traffic Records
Denver, CO 80261-0016
(303) 205-5613
Fee: \$2.70 payable to Colorado
Dept.
Of Revenue. pc,mo,cc

CONNECTICUT

Dept. of Motor Vehicles
ATTN: Copy Records
60 State Street,
Wethersfield, CT 06109
(860) 566-3720
Fee: \$ 10, pc,mo

DELAWARE

Division of Motor Vehicles
Attn: Sandy O'Brien
P.O. Box 698
Dover, DE 19903
(302) 744-2500 or 739-4343
Fee: \$4, pc,mo
Include SASE
Request an Application form
(**must**
be signed and notarized.)

DISTRICT OF COLUMBIA

Dept. of Public Works
Bureau of Motor Vehicle
Driver's Records Section
301 C St. N.W., Rm. 1000
Washington, D.C. 20001
(202) 727-6761
Fee: \$5 payable to D.C.
Treasurer,
pc,mo

FLORIDA

Dept. of Highway Safety &
Motor
Vehicles
Division of Driver Licenses
Neil Kirkman Bldg.
Tallahassee, FL 32399-0575
(904) 488-0250
Fee: \$3. 10 payable to Division
of
Driver Licenses, pc,cc

GEORGIA

Dept. of Public Safety
Motor Vehicle Records
P.O. Box 1456
Atlanta, GA 30371-2303
(404) 657-9300
Fee: \$7, mo,cc
**Request must be signed and
notarized.**

HAWAII

Traffic Violations
Abstract Dept.
1111 Alakea Street
Honolulu, HI 96813
(808) 538-5530
Fee: \$7 payable to District Court
of
the First Circuit. mo,cc
must specify applying for PA
Bar and
request a "Court Abstract"

IDAHO

Driver Services
P.O. Box 34
Boise, ID 83731-0034
(208) 334-8735
Must request "All Years"
Fee: \$12 payable to Idaho
Transportation Dept., mo,cc

ILLINOIS

Secretary of State
Abstract Info. Unit
2701 South Dirksen Pky
Springfield, IL 62723
(217) 782-2720 or 782-2721
Fee: \$5, pc,cc,mo

INDIANA

Bureau of Motor Vehicles
Driver Records
100 North Senate Ave., Rm.
N405
Indianapolis, IN 46204
(317) 232-2894
Request a "Drivers History
Record"
Fee: \$8

IOWA

Dept. of Transportation
Office of Driver Services
P.O. Box 9204
Des Moines, IA 50306-9204
(515) 244-9124 or (515)
244-8725
Fee: \$5, pc,mo,cc

KANSAS

Driver Control
P.O. Box 12021
Topeka, KS 66612-2021
(785) 296-3671
Fee: \$3.50 payable to Kansas
Dept.
of Revenue, pc,mo,cc

KENTUCKY

Transportation Cabinet
Division of Driver's Licenses
200 Mero Street
Frankfort, KY 40622
(502) 564-6800
Fee: \$3 payable to Kentucky
State Treasurer, pc,mo,cc
Online requests:
www.kytc.state.ky.us/drlric/

LOUISIANA

Dept. of Public Safety &
Corrections
Office of Motor Vehicles
P.O. Box 64886
Baton Rouge, LA 70896-4886
(504) 922-2814
Fee: \$15, mo,cc

MAINE

Bureau of Motor Vehicles
Driver Records Section
State House Station 29
Augusta, ME 04333
(207) 287-9005
Fee: \$5 payable to Secretary of
State,
pc,mo,cc

MARYLAND

Motor Vehicle Administration
Attn: Certified Copy Unit
6601 Ritchie Highway
Glen Burnie, MD 21062
(410) 768-7034
Fee: \$5 payable to Motor
Vehicle
Administration, pc,mo,cc

MASSACHUSETTS

Registry of Motor Vehicles
P.O. Box 199100
Roxbury, MA 02119-9100
(617) 351-4500
Fee: \$10, pc,mo,cc

MICHIGAN

Record Look Up Unit
7064 Crouner Drive
Lansing, MI 48918
(517) 322-1624
Fee: \$7.55 payable to State of
MI,
mo,cc,VISA/Mastercard
accepted for
phone requests.

MINNESOTA

Dept. of Public Safety
445 Minnesota Street Suite 180
St. Paul, MN 5 5 101
(612) 296-9504
Fee: \$5 payable to State
Treasurer
pc,mo,cc

MISSISSIPPI

Dept. of Public Safety
Driver Records Branch
P.O. Box 958
Jackson, MS 39205
(601) 987-1274
Fee: \$7 payable to Department
of
Public Safety, pc,mo,cc
Include SASE

MISSOURI

Missouri Department of Revenue
Driver's License Bureau
P.O. Box 200
Jefferson City, MO 65105
(573) 751-4300
Fee: \$3 payable to Driver's
License
Bureau, pc,mo,cc

MONTANA

Motor Vehicles Division
Driver Services
303 North Roberts
P.O. Box 201419
Helena, MT 59620
(406) 444-4536
Fee: \$4, pc,mo,cc

NEBRASKA

Dept. of Motor Vehicles
Driver Records Division
P.O. Box 94789
Lincoln, NE 68509
(402) 471-4343
Fee: \$3 payable to Driver
Records/Nebraska Dept. of
Motor
Vehicles, pc,mo
Include SASE
Request an application form

NEVADA

Dept. of Motor Vehicles
555 Wright Way
Attn: Records
Carson City, NV 89711-0250
(702) 687-3059
Fee: None
Request by mail only.

NEW HAMPSHIRE

Dept. of Safety
Attn: Driving Records
10 Hazen Drive
Concord, NH 03305
(603) 271-3101
Request an application form,
form
must be signed and notarized.
Fee: \$10 payable to State of New
Hampshire/DMV, pc,mo,cc

NEW JERSEY

Motor Vehicle Services
Data Output/Abstract Section
P.O. 142
Trenton, NJ 08666
(609) 292-6500
Fee: \$ 10, pc,mo,cc

NEW MEXICO

Motor Vehicle Division
P.O. Box 1028
Sante Fe, NM 87504-1028
(505) 827-2234
Request a "Life-Time Record"
No Fee Required.

NEW YORK

Dept. of Motor Vehicles
Data Preparation, Rm. 430
Empire State Plaza
Albany, NY 12228-0430
(518) 473-5595
Fee: \$5 payable to
Commissioner of
Motor Vehicles, pc,mo,cc
Applicant must call and order
form
MV#15.

NORTH CAROLINA

Dept. of Transportation
Division of Motor Vehicles
1100 New Bum Avenue
Raleigh, NC 27697-0001
(919) 715-7000
Applicant must call and order
form.
Fee: \$7 payable to NC Division
of
Motor Vehicles, mo,cc

NORTH DAKOTA

Drivers License Division
608 East Blvd. Ave.
Bismark, ND 58505
(701) 328-2604
Fee: \$3, pc,mo

OHIO

Bureau of Motor Vehicles
Attn: Abstract
P.O. Box 16520
Columbus, OH 43266-0020
(614) 752-7600
Fee: \$2 payable to State of Ohio.

OKLAHOMA

Dept. of Public Safety
Driving Records
P.O. Box 11415
Oklahoma City, OK 73136
(405) 425-2262
Fee: \$ 10, pc,mo,cc
Include SASE

OREGON

Dept. of Motor Vehicles
1905 Lana Avenue NE
Salem, OR 97314
(503) 945-5000
Fee: \$3, pc,mo,cc
Request a court print.

PENNSYLVANIA

Dept. of Transportation
Bureau of Driver Licenses
P.O. Box 68695
Harrisburg, PA 17106-8695
(717) 783-1287
Fee: \$ 10, pc, mo,cc
PA residents only
(800) 932-4600
7 a.m. to 9 p.m.

RHODE ISLAND

Division of Motor Vehicles
Operator Control
345 Harris Avenue
Providence, RI 02909
(401) 222-2994
Fee: \$16 payable to
Administrative
Adjudication Court, pc,mo,cc

SOUTH CAROLINA

Dept. of Public Safety
Driver Records
P.O. Box 100178
Columbia, SC 29202-3178
(803) 251-2940
Fee: \$2, pc,mo,cc
Request 10 yr record.

SOUTH DAKOTA

Driver Licensing
118 West Capitol
Pierre, SD 57501
(605) 773-6883
Fee: \$4 Payable to Dept. of
Commerce. Include 4% sales tax
if record is mailed to an address
within
the state, pc,mo,cc.

TENNESSEE

Dept. of Safety
Financial Responsibility Section
P.O. Box 945
Nashville, TN 37202-0945
(615) 741-3954
Fee: \$5, mo,cc

TEXAS

Dept. of Public Safety
Attn: Driver Records
P.O. Box 15999
Austin, TX 78761-5999
(512) 424-2600
Fee: \$ 10, pc,mo,cc

UTAH

Driver License Division
Attn: Sharon/Kristi
P.O. Box 30560
Salt Lake City, UT 84130-0560
(801) 965-4437 fax (801)
964-4499
Fee: \$8, mo,cc

VERMONT

Dept. of Motor Vehicles
Attn: Records
120 State Street
Montpelier, VT 05603
(802) 828-2000
Fee: \$8, pc,mo,cc

VIRGINIA

Dept. of Motor Vehicles
P.O. Box 27412
Richmond, VA 23269
(804) 367-0538
Fee: \$5, pc,mo,cc,visa,master
card

WASHINGTON

State of Washington
Dept. of Licensing Revenue
Attn: Driver Records
P.O. Box 9035
Olympia, WA 98567-9035
(360) 902-3900
Fee: \$4.50 payable to
Washington
State Treasurer, pc,mo,cc

WEST VIRGINIA

Division of Motor Vehicles
Bldg. 3 Rm. 118
Charleston, WV 25317
(304) 558-0238
Fee: \$5, pc,mo,cc

WISCONSIN

Dept. of Transportation
Driver Record Files
P.O. Box 7995
Madison, WI 53707-7995
(608) 266-2353
Fee: \$3 payable to Registration
Fee
Trust, pc,mo,cc

WYOMING

Dept. of Transportation
Driver Services
P.O. Box 1708
Cheyenne, WY 82003-1708
(307) 777-4800-phone
(307) 777-4773-fax
Fee: \$5, pc,mo,cc
Include SASE

*** All Requests should include:
Name (and previous names),
Date
of Birth, Social Security
Number,
and Driver's License number
(if known).**

***SASE: self-addressed
stamped envelope
*PC: personal check
*MO: Money order
*CC: certified/cashiers
check**

CERTIFICATE OF GOOD STANDING CONTACT LIST

**Applicants should contact each office directly to determine whether this information has changed.
Applicant must contact each office directly and obtain required Certificate(s) of Good Standing to submit to the Admissions office.**

ALABAMA

Supreme Court of Alabama
Clerk's Office
300 Dexter Avenue
Montgomery, AL 36104
334-242-4609
no charge
request by phone

ALASKA

Clerk of Appellate Courts
303 K Street
Anchorage, AK 99501
907-264-0629
no charge
written request for Supreme
Court issued certificate

ARIZONA

State Bar of Arizona
Attn: Discipline Department
111 West Monroe
Suite 1800
Phoenix, AZ 85003
602-340-7295
fee - \$17.00 payable to Clerk of
Supreme Court
written request for Supreme
Court issued certificate

ARKANSAS

Supreme Court - Clerks Office
Justice Building
625 Marshall Street
Little Rock, AR 72201
501-682-6849
no charge
request by phone or in writing

CALIFORNIA

California Supreme Court
350 Mc Allister Street
Room 1295
San Francisco, CA 94102
415-865-7000
fee - \$ 1.00 payable to Clerk of
Supreme Court
written request include SASE

COLORADO

Clerk of Supreme Court
Attorney Registration
600 17th Street
Suite 910-S
Denver, CO 80202
303-534-7841
fee - \$5.00 CC or MO payable to
Clerk of Supreme Court
written request SASE

CONNECTICUT

Hartford Superior Court
Attn: Jackie
95 Washington Street
Hartford, CT 06106
860-548-2700 ext. 3723
fee \$ 10.00 - CC or MO payable
to Clerk of Superior Court
written request

DELAWARE

Supreme Court
55 The Green
P.O. Box 476
Dover, DE 19903
302-739-4155
fee will be billed
request by phone or in writing

DISTRICT OF COLUMBIA

Clerk - DC
Court of Appeals
500 Indiana Ave. NW
Room 4200
Washington, DC 20001
202-879-2710
fee \$5.00 - CC or MO payable to
DC Court of Appeals
written request include SASE

FLORIDA

Florida Supreme Court
Clerk Office
500 S. Duval Street
Tallahassee, FL 32399
850-488-0125
fee \$ 1.00 - payable to Florida
Supreme Court
written request include SAS.

GEORGIA

Supreme Court of Georgia
244 Washington Street, SW
572 State Office Building
Atlanta, GA 30334
404-656-3470
fee - \$3.00
written request include SASE

HAWAII

Supreme Court of Hawaii
Supreme Court Clerk's Office
417 South King St., Room 103
Honolulu, HI 96813
808-539-4919
Fee \$5.00 payable to Clerk,
Supreme Court of Hawaii
Written request for Supreme Court
issued certificate

IDAHO

Idaho Supreme Court
Attn: Dorothy
P.O. Box 83720
Boise, ID 83720-0101
208-334-2210
fee - \$2.00
written request include SASE

ILLINOIS

Clerk of Supreme Court
Supreme Court Building
200 E. Capitol
Springfield, IL 62701
217-782-2035
fee - \$ 1.00
written request include

INDIANA

Clerk of the Supreme Court
Office
Attn: Roll of Attorneys
217 State House
Indianapolis, IN 46204
317-232-5861
fee - \$3.00
written request

IOWA

Clerk of Supreme Court
State Capital
Des Moines, IA 50319
515-281-5911
fee - \$5.00 payable to Clerk of
Supreme Court
written request

KANSAS

Kansas Judicial Center
Room 374
3 01 S. West 10th Avenue
Topeka, KS 66612-1507
785-296-8409
no charge
request by phone or in writing

KENTUCKY

Kentucky Bar Association
Accounting/Membership Dept.
514 W. Main
Frankfort, KY 40601-1883
502-564-3795
fee - \$ 10.00
request by phone or in writing
include reason need cert

LOUISIANA

Louisiana Supreme Court
301 Loyola Avenue
New Orleans, LA 70112
504-568-5707
no charge
request by phone or in writing

MAINE

Administrative Clerk of the
Superior Court of Maine
142 Federal Street
P.O. Box 287
Portland, ME 04112
207-822-4105
fee - \$3.00 CC or MO
written request include SASE

MARYLAND

Clerk of Appeals
361 Rowe Boulevard
Annapolis, MD 21401
410-260-1500
fee \$7.00 - CC or MO payable to
Court of Appeals
written request

MASSACHUSETTS

Supreme Judicial Court
1404 New Court House
Boston, MA 02108
617-557-1050
fee - \$2.00
request in writing

MICHIGAN

Office of the Clerk of the
Supreme Court
P.O. Box 30052
Lansing, MI 48909
517-373-0120
fee \$10.00 payable to the State of
Michigan
written request and SASE.

MINNESOTA

Attorney Registration
25 Constitution Avenue
Room 305
St. Paul, MN 55155
612-296-2254
fee - \$2.00
request by phone or in writing

MISSISSIPPI

Mississippi Supreme Court
P.O. Box 249
Jackson, MS 39205
601-359-3697
fee - \$ 10.00
written request

MISSOURI

Clerk of the Supreme Court
Attn: Certified Copies
P.O. Box 150
Jefferson City, MO 65102
573-751-4144
fee - \$5.00
written request

MONTANA

Clerk of the Supreme Court
Room 323; Justice Building
215 Sanders
Helena, MT 59620
406-444-3858
fee - \$5.00
written request

NEBRASKA

Clerk of Supreme Court
P.O. Box 989 10
Lincoln, NE 68509
402-471-3731
fee - \$ 1.00
request by phone

NEVADA

State Bar of Nevada
600 E. Charleston Boulevard
Las Vegas, NV 89104
702-382-2200
fee - \$15.00 payable to the State
Bar of Nevada
written request specify certificate
from Supreme Court

NEW HAMPSHIRE

Supreme Court Building
1 Noble Drive
Concord, NH 03301
603-271-2646
fee - \$5.00
call for instructions

NEW JERSEY

New Jersey Board of Bar Examiners
 P.O. Box 973
 Trenton, NJ 08624
 609-984-7785
 fee - \$5.00 CC or MO payable to Secretary of Board of Law Examiners
 written request specify certificate from Supreme Court

NEW MEXICO

New Mexico Supreme Court
 P.O. Box 848
 Santa Fe, NM 87504
 505-827-4860
 fee - \$ 1.00
 request by phone or in writing

NEW YORK

Appellate Department
 3rd Department
 7350 Capital State
 Albany, NY 12224
 518-473-8729
 fee - \$5.00
 written request include SASE

NORTH CAROLINA

North Carolina Supreme Court
 P.O. Box 2170
 Raleigh, NC 27602
 919-733-3723
 fee - \$5.00 payable to North Carolina Supreme Court
 written request

NORTH DAKOTA

Disciplinary Board of the Supreme Court
 600 E. Boulevard Avenue
 Dept 180
 Bismark, ND 58505-0530
 701-328-2221
 no charge
 request by phone or in writing

OHIO

Supreme Court of Ohio
 30 East Broad Street
 2nd Floor
 Columbus, OH 43215-3414
 614-466-1541
 fee - \$3.00 payable to the Supreme Court of Ohio
 written request

OKLAHOMA

Oklahoma Bar Association
 General Council Office
 P.O. Box 53036
 Oklahoma City, OK 73152
 405-416-7007
 no charge
 written request

OREGON

Supreme Court Building
 1163 State Street
 Salem, OR 973 10
 503-986-5565
 no charge
 written request specify certificate from Supreme Court

RHODE ISLAND

Rhode' Island Board of Bar Exami*ners
 250 Benefit Street
 Providence, RI 02903
 401-222-4233
 no charge
 request by phone
 Revised 12/09

SOUTH CAROLINA

South Carolina State Board of Law Examiners
 P.O. Box 11330
 Columbia, SC 29201
 803-734-1080
 no charge
 request by phone

SOUTH DAKOTA

Supreme Court Clerks Office
 500 East Capital Avenue
 Pierre, SD 57501-5070
 605-773-4898
 no charge request by phone or in writing

TENNESSEE

Supreme Court Building
 401 7th Avenue N
 Nashville, TN 37219
 615-741-2681
 fee - \$12.00 payable to the Appellate Clerks Court
 request by phone or in writing

TEXAS

Clerk of the Supreme Court
 P.O. Box 12248
 Austin, TX 78711
 512-463-1312
 fee - \$5.00 payable to the Clerk of Supreme Court
 written request include SASE

UTAH

Clerk of the Utah Supreme Court
 450 South State Street
 P.O. Box 140210
 Salt Lake City, UT
 801-238-7974
 no charge
 written request

VERMONT

Board of Law Exami'ners
 109 State Street
 Mont Pelier, VT 05609-0702
 802-828-3251
 fee - \$3.00 will be billed with certificate
 request by phone leave detailed message for JoAnn McKee or Pat Griffin specify certificate of good standing from the Supreme Court

VIRGINIA

Clerk of the Supreme Court of Virginia
 100 North 9th Street
 5th Floor
 Richmond, VA 23219
 804-786-2251
 fee - \$ 1.00 PC or MO made payable to the Supreme Court of Virginia
 written request

WASHINGTON

Clerks Office
 Washington State Supreme Court
 P.O. Box 40929
 Olympia, WA 98504
 360-357-2078
 fee - \$5.00
 written request

WEST VIRGINIA

Clerk of Supreme Court
 Attn: Pat or Lynn
 1900 Kanawka Boulevard East

Room E-317
 Charleston, WV 25305-0837
 304-558-2601
 fee - \$5.00
 request by phone or in writing

WISCONSIN

Wisconsin Supreme Court
 Clerks Office
 110 E. Main Street
 Suite 215
 Madison, WI 53703
 608-266-9760
 fee - \$3.00 payable to Wisconsin Supreme Court
 written request

WYOMING

Supreme Court
 Clerks Office
 2301 Capital Avenue
 Cheyenne, WY 82003
 307-632-9061
 fee - \$5.00
 request by phone or in writing

*** All requests should include: name as listed on attorney license, your state/bar identification number, date and place of admission, daytime phone number, current mailing address and state clearly "Supreme Court issued Certificate of Good Standing"**

***SASE: self-addressed stamped envelope**
***PC: personal check**
***MO: Money order**
***CC: certified/cashiers check**