

STATE BAR OF NEVADA

Admissions Department
3100 W. Charleston Blvd., Suite 100
Las Vegas, NV 89102
Website: www.nvbar.org
Email: admissions@nvbar.org

INSTRUCTIONS FOR SUPPLEMENTAL MATERIALS-OUT OF STATE **APPLICANTS**

Additional documentation must be completed and submitted before your application will be processed. Please review these instructions carefully. Some documentation and forms must be mailed back to the Admissions department. Electronic submissions for these documents will not be accepted. Other forms must be accessed through the State Bar of Nevada website. These forms can be submitted directly from the website or are available as a fillable form, which can be completed and emailed to the Admissions Department. Forms can be found at www.nvbar.org/for-lawyers/admissions/forms.

All materials set forth in these instructions must be transmitted to the Admissions Department, at the address noted above, as soon as possible but not later than 21 days from the date of transmission by the Admissions Department. (SCR 52, SCR Addendum 1, Paragraph 13)

Failure to comply with the requirements for submission of the application and any supporting documentation requested by the Admissions Department could result in the rejection of your application.

*****DOCUMENTATION THAT MUST BE MAILED*****

1. APPLICATION FOR ADMISSION VERIFICATION FORM

Complete **one** copy of the Application Verification Form. The copy must be completed as an original, in **BLUE INK ONLY**, with an original handwritten paragraph, an original signature, an original notary AND a photograph as detailed below. (SCR 52 and Addendum 1, Paragraph 10) Applications will not be processed until the required Verification Form is received by the Admissions Department.

2. AUTHORIZATION AND RELEASE FORM

Complete, sign, and have notarized one (1) original of the Authorization and Release Form. Submit the original and three (3) copies. (SCR Addendum 1, Paragraph 10) A fillable form is available and can be downloaded through the State Bar of Nevada website. This form, with original signature and notarization, must be mailed.

3. FINGERPRINT BACKGROUND WAIVER 1 FINGERPRINT CARD WITH RETURN ENVELOPE LETTER OF INSTRUCTION TO FINGERPRINTING OFFICIAL

Return **one (1)** completed FBI fingerprint card using **only** the card provided by the State Bar of Nevada. (SCR 53 and Addendum 1, Paragraph 10) A Card from any other jurisdiction will be rejected. Take the card to the nearest

police station, sheriff's office, or fingerprinting agency and have your fingerprints taken. Please provide a copy of the letter of instruction to the fingerprinting official. **BE SURE TO SIGN THE CARD AND FILL IN ALL THE PERSONAL DATA REQUIRED ON THE CARD** including sex, race, height, date of birth, hair, eyes, residence, place of birth, citizenship, and social security number. Do not change the information printed in the blocks titled "Reason Fingerprinted", "Your No. OCA", "Miscellaneous No. MNU" and "ORI".

Note: The FBI and the Nevada Department of Public Safety require the person taking your fingerprints must insert the completed fingerprint card into the enclosed envelope and seal the envelope. That person is required to sign his/her name on the back of the sealed envelope so that it cannot be opened or tampered with before it reaches the Admissions Department. The Admissions Department will accept only fingerprint cards that are sealed in the envelopes in accordance with these instructions. An instruction letter for the person taking your fingerprints has been included in your Supplemental Package and should be provided to that person at the time your fingerprints are taken. No other documents should be put in the fingerprint return envelope.

**4. INSTRUCTIONS FOR USE OF PERSONAL COMPUTERS
COMPUTER REGISTRATION FORM
ILG SYSTEM REQUIREMENTS SHEET**

Applicants who have selected to take the exam by computer must submit one original copy of the Computer Registration Form. The Computer Registration Form must be signed in **BLUE INK ONLY** and mailed to the Admissions Department. Please read carefully the enclosed Instructions and System Requirements Sheet. Applicants will receive an e-mail before the exam with instructions to register and download the program. Failure to comply with all the registration requirements will result in the applicant being required to handwrite the exam in the computer room.

5. THREE (3) PHOTOGRAPHS (SUPPLIED BY APPLICANT)

Submit a total of three (3) head and shoulder, original, full face, color passport photographs (2x2 inch), taken within four months of the submission of the application. (SCR 52 and Addendum 1, Paragraph 10) The Board of Bar Examiners will not accept cutout photographs, computer generated photographs, or photocopied photographs. Photographs must be provided as follows:

- a. 1 photograph affixed to page 3 of the Application Verification Form.
- b. 2 photographs in a standard size envelope with the applicant name written on the envelope and on the reverse of the photographs.

**IMPORTANT NOTE: THE DOCUMENTS LISTED ABOVE MUST BE MAILED.
ELECTRONIC COPIES WILL NOT BE ACCEPTED**

*****OTHER MANDATORY DOCUMENTS AND REQUIREMENTS*****

The following documents must be obtained by the Applicant through the State Bar of Nevada website and submitted to the Admissions Department as soon as possible. Failure to submit these documents as directed will result in a processing delay

and could result in a rejection of the application. (SCR 56) Unless otherwise noted, the following documents may be emailed or sent by regular mail to the Admissions Department.

A. SCHOOL TRANSCRIPTS

Mail, or cause to be mailed, **certified** transcripts from all law schools attended **and** from undergraduate colleges and universities **from which a degree was received**. Electronic originals sent from a law school or university will be accepted. If an applicant is filing an application prior to graduation from law school, the applicant is required to furnish a transcript showing a law degree conferred as soon as available upon graduation **but no later than the 10th day of the month in which the bar exam is being administered**. (SCR 55) Re-applicants are not required to re-submit transcripts.

Please note: Applicants will not be permitted to take the exam if the required evidence of a degree is not provided to the Admissions Department by the 10th day of the month in which the bar examination will be taken. (SCR 51 and SCR 55)

B. DEPARTMENT OF MOTOR VEHICLES REPORTS

Submit a Department of Motor Vehicles Report from **every state** in which they were licensed to drive during the past five (5) years. (SCR Addendum 1, Paragraph 11) The driving report must be validated by the DMV or you must provide a confirmation number or transaction number to prove authenticity. These reports should be e-mailed directly to the Admissions Department.

C. LETTERS OF REFERENCE

Provide at least two (2) letters of reference from the list of references provided in the application. (SCR, Addendum 1 Paragraph 11). Insert your name on the letter of reference form provided in the supplemental packet of materials. The letters should e-mailed directly from your reference to the Admissions Department. Fillable forms are available for download through the State Bar of Nevada website.

D. DD214 OR MILITARY DISCHARGE DOCUMENTS

Applicants who have served in the military or armed forces for any country must submit a photocopy of the DD214 or Military Discharge papers by e-mail to the Admissions Department.

E. MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM

Applicants are required to take and pass the MPRE with a scale score of at least 85 no earlier than three years preceding the year in which the applicant passes the Nevada Bar Examination and no later than three years after the year in which the applicant passes the Nevada Bar Examination. (SCR 65.5 and 69) The results will be received directly from the NCBE if Nevada has been designated as a jurisdiction to receive the MPRE score. If Nevada has not been designated, a copy of the MPRE must be e-mailed to the Admissions Department.

F. CERTIFICATE OF GOOD STANDING AND DISCIPLINARY HISTORY-- ATTORNEY APPLICANTS

Attorney applicants who have been admitted in any other jurisdiction must contact the appropriate authority of each state in which admitted and have submitted directly to the Admissions Department, **BOTH** a certificate certifying that the applicant is a member in good standing **AND** a disciplinary history report specifying any disciplinary proceedings affecting the applicant. (SCR 52 and Addendum 1, Paragraph 11) It is the responsibility of the applicant to determine the proper authority to forward the request. Fillable forms are available for download through the State Bar of Nevada website.

G. EMPLOYMENT HISTORY, RECORD OF CIVIL ACTIONS/MALPRACTICE CLAIMS, OR RECORD OF CRIMINAL CASES/TRAFFIC VIOLATIONS

You have an obligation to ensure all the information provided in your application is true and correct and you must update your application if you become aware of any incorrect or inaccurate information contained therein, and inform the State Bar of any changes to the information provided in connection with your application in order that the information supplied herein shall at all times be true and correct.

Any changes to your employment history are required to be submitted on Attachment A. All employment and periods of unemployment for the last ten years immediately preceding the filing of your application must be provided.

Attachment B is required to be used to update any information regarding civil actions or malpractice claims. Schedules for any bankruptcy matter needs to be submitted with the Attachment B.

Records of criminal cases and traffic violations are required to be submitted on Attachment C. You are reminded you are required to disclose any matter in which you have been arrested, cited, indicted, tried for, or convicted of any criminal charge. This includes all juvenile matters, moving traffic violations and parking violations. **MATTERS THAT HAVE BEEN DISMISSED OR SEALED MUST BE DISCLOSED.**

The Attachments A, B and C must be completed through the State Bar of Nevada website and submitted by email directly to the Admissions Department. Any supplemental documentation, e.g. court records, police reports or pleadings, needed to be submitted can be attached to the website form and submitted with the attachment directly from the website.

Please contact the Admissions Department if you cannot access the forms and documentation found on the State Bar website.

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THE DOCUMENTS LISTED ABOVE ARE NECESSARY FOR THE ADMISSIONS DEPARTMENT TO COMPLETE CHARACTER AND FITNESS INVESTIGATIONS. YOU CANNOT BE ADMITTED UNTIL THE CHARACTER AND FITNESS INVESTIGATION IS COMPLETED AND YOU HAVE BEEN CLEARED. YOU MAY ALSO RECEIVE NOTICE TO PROVIDE ADDITIONAL DOCUMENTATION REGARDING ISSUES THAT ARISE DURING YOUR INVESTIGATION.

YOU CAN CHECK THE STATUS OF YOUR APPLICATION BY LOGGING INTO YOUR ACCOUNT ON THE ADMISSIONS WEBSITE AT admissions.nvbar.org. FROM YOUR DASHBOARD, CLICK ON "STEP 4-SUPPLEMENTAL ADMISSIONS MATERIALS." THIS LINK WILL PROVIDE YOU WITH THE LIST OF REQUIRED DOCUMENTATION AND WHETHER THAT TASK HAS BEEN COMPLETED. CHECKING THIS SITE REGULARLY WILL HELP EXPEDITE THE PROCESING OF YOUR APPLICATION.

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*****GENERAL INSTRUCTIONS*****

- 1. CHANGE OF MAILING ADDRESS, EMAIL ADDRESS OR TELEPHONE NUMBER**

Applicants **must at all times** keep the State Bar of Nevada informed of their current address, telephone number and email address during the application and examination process. Applicants must notify immediately the Admissions Department each time there are any changes. Failure to keep the Admissions Department informed of your current address, telephone number(s) and email address will result in you not receiving mandatory documentation. Any change of contact information must be completed through the State Bar of Nevada website and submitted by e-mail directly to the Admissions Department.

2. AMENDMENTS TO APPLICATION

In the event of any incident or occurrence that would change the information provided with your original application, or if any previous information is discovered to be inaccurate, you must complete and send an Application Amendment Form to the Admissions Department. Amendments to your employment history, record of civil actions, and record of criminal matters/traffic offenses must be submitted on the appropriate Attachment A, B or C as provided above. Amendments must be completed through the State Bar of Nevada website and submitted by email directly to the Admissions Department.

3. RETAIN A COPY OF YOUR APPLICATION

Print and retain a copy of both your completed application and your completed Authorization & Release Form. There is a \$35.00 fee to obtain a copy of your application if you do not retain a copy. The State Bar of Nevada retains files only for applicants who do not pass an exam for a period of three years after the exam. The Admissions Department does not retain files for applicants who pass the exam. You will need the application as reference for future inquiries from the Admissions Department, for safeguard against loss, and for use when applying to other jurisdictions.

4. SUPREME COURT RULES

Applicants are responsible for reading all rules and information regarding admission to practice law in Nevada. Please see the Supreme Court of Nevada Rules regulating admission and the Policies & Procedures for applicants on our website at www.nvbar.org.

5. ADDITIONAL FORMS

Application forms may be obtained from the State Bar of Nevada website at www.nvbar.org. Click on "Admissions" on the top tool bar and then click on "Forms" under the Admissions Links. The Forms page contains copies of all application forms and other forms to assist applicants. Fillable forms are available for download and can be emailed to the Admissions Department.

Please contact the Admissions Department if you cannot access the forms and documentation found on the State Bar website.

IMPORTANT NOTE FOR APPLICANTS THAT PREVIOUSLY HAVE TAKEN OR SUBMITTED AN APPLICATION FOR A PRIOR NEVADA BAR EXAMINATION

The documents required to be submitted to the Admissions Department as set forth in these instructions must be re-submitted with the exception of your transcripts; letters of reference and Attachments A, B and C. You have a continuing obligation to amend these documents in the event of any incident or occurrence that would

change the information provided previously, (i.e., change of employment, traffic citation, arrest, disposition of pending litigation) or if any previous information is discovered to be inaccurate.