



These instructions are designed to assist you in completing the Idaho State Bar online admissions application form. This online form enables you to apply to take the Idaho Bar Exam, for transfer of your Uniform Bar Examination (“UBE”) score to Idaho, for Experienced Attorney admission in Idaho, or for an Idaho House Counsel license.

The Idaho Bar Commission Rules governing admission to practice law in the state of Idaho set forth qualifications for admission in Idaho as well as any unique requirements applicable to each applicant type. These rules can be found on the Idaho State Bar Website at <http://www.isb.idaho.gov/about-us/governance/ibcr>. Please familiarize yourself with these rules prior to submitting an application in order to ensure that you meet the qualifications for admission in Idaho.

## **GENERAL INSTRUCTIONS:**

1. Read through the entire online application and all supplemental required forms carefully before making any entries. Download, print, and complete the forms in the Supplemental Required Forms tab first so you have these forms ready to upload when you proceed with completing the online application. Some of these forms must be notarized. Consider creating your own draft of your application answers before proceeding to complete the online application. We periodically need to update or amend the application form, which can impact your ability to return to your answers in a saved draft. Make sure to check your spam filter and add Laserfiche as a safe sender so you receive emails related to your application.

2. If you are applying to take an Idaho bar exam, please note the following deadlines:

**Applying to take a February bar exam:**

October 1 regular deadline.

November 15 late deadline (additional \$200 late fee)

**Applying to take a July bar exam:**

March 1 regular deadline.

April 15 late deadline (additional \$200 late fee)

Applications submitted after the late application deadline will not be accepted.

3. Give complete answers. If a question requires a response, but is not applicable, indicate with "Not Applicable".

4. You must respond completely and provide all relevant details and documents for each and every question on the application. If the question asks you to provide names, dates, numbers, details, or documents, you must provide them. If no response is given or if insufficient information is provided in response to any question, your application may be delayed or denied.
5. You must update your application if anything occurs after submission that would change or alter any of your answers to the questions on the application. Your application must be kept current to the date of admission. Delay in updating your application may result in denial or deferral to a later bar exam if you are a bar exam applicant.
6. You must notify the Idaho State Bar of any address or name changes.
7. Upload all required court records and documents with the application or indicate when they will be forthcoming.

### **SPECIFIC QUESTION INSTRUCTIONS:**

- **Residences:** We require residence history for the past 10 years. There should be no gaps in your residence history for the past 10 years. Estimate if necessary and provide information in a month/year format.
- **Employment:** We require employment history for the past 10 years. There should be no gaps in between periods of employment or unemployment. List all dates of unemployment in the required format. Please follow the format in the application. Estimate if necessary and provide information in a month/year format.
- **Education:** Request certified copies of your transcripts from all the colleges/universities and law schools you attended to be sent directly to the Idaho State Bar. Current law students must submit the verification from the law school described in the application.
- **Certificates of Good Standing (if applicable):** If you have been admitted to practice law in any jurisdiction, you must request a Certificate of Good Standing from each jurisdiction where you have been admitted containing all of the information requested in the application be sent directly to the Idaho State Bar. Certificates must be dated no more than thirty days prior to the date you submit your application.
- **Discipline history** report must be included (this may be covered on the Certificate of Good Standing depending on jurisdiction). You may need to request the discipline history from a different agency than the agency responsible for the Certificate of Good Standing. Please check with each jurisdiction. Reciprocal and House Counsel applicants almost must provide proof that they have passed a written bar exam. In some jurisdictions, a statement to this effect is included in the Certificate of Good Standing.
- **Proof of Practice (Experienced Attorney Applicants):** Applicants must provide detailed information regarding the applicant's practice of law to demonstrate that he/she has satisfied the years in practice requirement under I.B.C.R. 206. Keep in mind that the years in practice requirement differs depending on which jurisdiction the applicant bases his/her eligibility for experienced attorney admission.

- **Character and Fitness:** If you fail to provide full and complete details to these questions and all the documentation required by each question, your application may be delayed or denied. Be sure to upload all supporting documentation for each question answered yes. If you are unable to submit the supporting documentation with your application, include a statement indicating when it will be received by the Idaho State Bar.
- **Credit Report:** If you answered yes to the character and fitness question addressing bankruptcy or defaulted or past due financial obligations, submit a current credit report with your application. Credit agencies to contact for a credit report are:

Experian	www.experian.com	888-397-3742
Equifax	www.equifax.com	800-685-1111
Trans Union Corporation	www.tuc.com	800-888-4213

If you have satisfied past due accounts, you must submit confirmation from the creditor that each account has been paid.

If you have been late in paying student loans, you must submit confirmation from the loan provider that your loans are in good standing.

#### REQUIRED FORMS:

- **References** – In the online application, you will have the opportunity to list your references' email addresses, upon submission an automatic email will be sent to them with a link to the reference form that they will complete online. You are responsible for following up to make sure that each reference has completed the form and that it has been received by the Idaho State Bar. Three of the five general references must be ones that have known you for at least five years. If you are an attorney applicant and do not have client references for a jurisdiction, please submit an explanation as to why you cannot submit those references.
- **Authorization and Release Form** – Download, print, and upload a completed, notarized form.
- **Consent to Release Form** – Download, print and upload completed, notarized forms for each law school you attended. The Idaho State Bar will use these forms to obtain your law school application(s) and any other student records from your law school. The Idaho State Bar is not ordering your law school transcripts with the Consent to Release Records Forms that you submit with this application. You must order your transcripts directly from each law school.
- **Attorney's Oath** - Download, print, and upload a completed form.
- **Verified Statement** - Download, print, and upload a completed, notarized form.

#### FINGERPRINT CARD:

Pursuant to Idaho Code § 3-408, the Idaho State Bar has the authority to conduct a fingerprint-based criminal history check in the course of its investigation into an applicant's character and fitness to practice law.

Applicant must obtain a fingerprint card from the Idaho State Bar. To do so click the link on the application page on our website to request a fingerprint card be mailed to you. Be sure to follow the instructions listed, below, for completing your fingerprint card to avoid delay in processing your application. A Noncriminal Justice Applicant Privacy Statement will be sent to you with the fingerprint card. Return a signed copy of this form to the Idaho State Bar. Fingerprints must have been taken no more than 90 days before the date you submit your application.

If the following information is not on the card or if the fingerprints were taken more than 90 days before the date the Idaho State Bar receives your application, the card will be returned to you for completion or for a new fingerprint card. If you have any questions regarding submitting a correct fingerprint card, please contact the Idaho State Bar Admissions Department.

Complete the following information on the top half of the card in black ink:

- name
- signature
- address
- employer name and address
- Aliases: Enter all names by which you have been known (maiden, etc.)
- Citizenship
- sex: M or F
- Race: Optional
- height
- weight
- eye color
- hair color
- date of birth
- place of birth
- social security number: Optional

You must complete all the above information to avoid a delay in processing your card and application. You must obtain your card from the Idaho State Bar and it must be stamped for the Idaho State Bar in the “Reason Fingerprinted” field. Contact a local law enforcement agency for completion of the fingerprint card. Some agencies have set hours for fingerprinting; there also may be a fee involved. Be sure that the official taking your fingerprints signs and dates the card.

You must mail or deliver your fingerprint card and signed Noncriminal Justice Privacy Statement to the Idaho State Bar (P.O. Box 895, Boise, ID 83701). We suggest that you wait until you are ready to submit your application to obtain your fingerprints so that your card won’t be rejected.

## **APPLICATION MATERIALS CHECKLIST:**

### ***All Applicants:***

1. Completed Application
2. Application Fee
3. Completed Fingerprint Card

4. Any required character and fitness court records or other documents, or a statement as to when they will be forthcoming
5. Authorization and Release Form
6. Consent To Release Student Records (Two originals for each law school attended.)
7. Law School Verification (Current law school students only)

***House Counsel Applicants:***

1. Proof of employment or offer of future employment

***Experienced Attorney Applicants:***

1. Proof of active practice of law statement

***Order the following to be submitted directly to the Idaho State Bar:***

1. **All Applicants - All college and university transcripts**
2. **All Applicants - Law School Transcripts** (Submitted by school(s))
3. **All Applicants - Reference Forms** (Submitted by each reference)
4. **Bar Exam applicants:**
  - MPRE score (contact the NCBE at [ncbex.org](http://ncbex.org) for score transfer).
  - MBE score (if transferring an MBE score to Idaho – contact state where you took the MBE to have score transferred to Idaho)
5. **UBE Applicants:**
  - UBE score (contact the NCBE at [ncbex.org](http://ncbex.org) for score transfer)
  - MPRE score (contact the NCBE at [ncbex.org](http://ncbex.org) for score transfer)
6. **Attorney Bar Exam, Attorney UBE, Experienced Attorney and House Counsel Applicants** - Certificate(s) of Good Standing including a complete discipline history.
7. **Experienced Attorney and House Counsel Applicants** – Proof of bar exam passage from a jurisdiction in which you took the bar exam (Certificate of Good Standing does not constitute proof of bar passage except, in some jurisdictions, a statement to this effect is included in the Certificate of Good Standing)

**Please do not contact the Idaho State Bar Admissions Department regarding the status of your application until after you receive a status sheet by email detailing what information and records we have received, and what information and records are still required to complete your application.**