



IDAHO STATE BAR
Admissions Department
525 West Jefferson
Boise, ID 83702
PO Box 895/83701
(208) 334-4500
Website: www.idaho.gov/isb

RECIPROCAL ADMISSION APPLICATION FILING INSTRUCTIONS AND INFORMATION

These instructions apply to persons who wish to file an application for admission through reciprocity to the Idaho State Bar. Please retain a copy of these instructions for future reference. All applicants are responsible for understanding the Idaho Bar Commission Rules governing admission to practice law in the state of Idaho. These rules can be found on the Idaho State Bar Website at isb.idaho.gov/about-us-governance/ibcr. The burden of proof is on the applicant to establish by clear and convincing evidence that he or she meets each of the following requirements.

RECIPROCAL ADMISSION REQUIREMENTS:

Idaho Bar Commission Rule 206 requires that all applicants for Reciprocal Admission must show to the satisfaction of the Board of Commissioners that he or she:

1. Has met the qualifications for admission under Rule 202;
2. Has passed a written bar examination and was admitted as an attorney by the highest court in any state or territory of the United States or the District of Columbia that grants reciprocal admission under provisions substantially similar to this rule to attorneys licensed in Idaho;
3. Has been substantially engaged in the Active Practice of Law in Idaho or under the authority of another jurisdiction that grants admission to attorneys licensed in Idaho under provisions substantially similar to this rule for no less than three of the five years immediately preceding the Application; however, if the jurisdiction from which the Reciprocal Applicant is seeking admission to the Bar requires at least three years of active practice within the five years immediately preceding the Application, then the Reciprocal Applicant must satisfy the period of time required in that jurisdiction. For purposes of this rule, substantial engagement in the Active Practice of Law includes:
 - (a) Attorneys who are licensed in Idaho as house counsel under Rule 225. Practice of law in Idaho as house counsel without an Idaho house counsel license does not satisfy the requirements of this subsection;
 - (b) Judges, administrative judges or the equivalent thereof in another jurisdiction, of a court of general or appellate jurisdiction of any state or territory of the United States, the District of Columbia or federal court in the United States; or
 - (c) Attorneys who are employed by and teaching full-time in an Approved Law School;
4. Possesses the moral character and fitness required of all other Applicants for admission;
5. Has paid all required Application fees and costs; and
6. Has not failed the Idaho bar examination in the five years immediately preceding the Application.

INSTRUCTIONS FOR COMPLETING THE APPLICATION AND FORMS:

GENERAL INSTRUCTIONS:

1. Your application must be legible and be an original. Only original applications printed from the Idaho State Bar website will be accepted. You may use Adobe or another program to type your responses to the question. However, if you do that, please submit sworn statement attesting that you did not alter the application form in any. The Idaho State Bar charges a \$25.00 fee for copies of previously submitted applications.
2. Read the entire application and all supplementary forms carefully before making any entries. Give complete answers. Do not leave any spaces blank. If a question is not applicable, indicate with "Not Applicable".
3. You must respond completely and provide all relevant details and documents to each and every question on the application. If the question calls for you to provide names, dates, numbers, details, or documents, you must provide them within the stated timeframe. If no response is given or if insufficient information is provided in response to any question, your application may be delayed.
4. Be sure to sign and notarize the application and all forms that require a notarized signature.
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 and would warrant additional information. Your application must be kept current to the date of admission. Delay in updating your application may result in denial.
6. You must notify the Idaho State Bar of any address or name changes.
7. If supplemental sheets are used to complete answers, please provide all the requested information asked for in the question and label each supplemental sheet with the relevant question number. Submit all relevant documents with the application or indicate when they will be forthcoming. Please do not include copies of request letters with your application.

SPECIFIC QUESTION INSTRUCTIONS:

- **Questions 5 and 10 - Residences and Employment:** Submit the requested information for each residence or place of employment. There should be no gaps in dates between residences or between places of employment. List all dates of unemployment in the required format. Please follow the format in the application and complete supplemental sheets as necessary. Please note that if you do not submit complete information for these questions, your application will be delayed.
- **Question 8 – Transcripts and law school verification:** Request a certified copy of your transcripts from all the colleges/universities and law schools you have attended be sent directly to the Idaho State Bar.
- **Question 13 - Proof of Bar Examination:** You must provide a statement from the jurisdiction where you took the bar examination certifying that you passed the bar examination. Some jurisdictions include this in the Certificate of Good Standing.
- **Question 14 - Certificates of Good Standing:** 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. A discipline history must be included. You may need to request the discipline history from a different agency than the one that issues the Certificate of Good Standing. Please check with each jurisdiction.
- **Question 17 - Proof of Practice:** Provide detailed information regarding your practice of law and submit satisfactory proof of active and continuous practice as requested in this question. Failure to provide all of the information requested will delay the processing of your application. Please submit your response in the format asked for by this question.
- **Part Eight - Character and Fitness:** If you fail to provide full and complete details to these questions, your application may be delayed or denied. Be sure to attach all supplemental sheets and 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.
- **Question 29 - Credit Report:** If you answered yes to this question, 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 credit giver that each account has been paid.

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

REQUIRED FORMS:

- **Character and Fitness Reference Forms (Questions 18 and 38)** - You are responsible for mailing your Character and Fitness Reference Forms to each reference for Questions 18 and 38 and following up to make sure that each reference has returned a form to the Idaho State Bar. Be sure that your name is listed on each form and that you have submitted references who qualify under each question. If you do not have client references for Question 18, please submit an explanation as to why you cannot submit those references forms. Question 38 specifically states that three of the five references must be ones that have known you for at least five years. These forms must be sent directly from the reference to the Idaho State Bar.
- **Authorization and Release Forms** – Complete and submit two notarized original forms.
- **Consent to Release Forms** – Complete and submit two notarized originals for each law school attended. The Idaho State Bar will submit these to the law schools. 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.
- **Fingerprint Card** – You must obtain this card from the Idaho State Bar. You will receive a confirmation post card with your fingerprint card. This can be submitted with your completed application for immediate notification that the Idaho State Bar has received your application. Be sure to follow the instructions listed on the next page for completing your fingerprint card to avoid delay in processing your application.

FINGERPRINT CARD:

The fingerprint card must be obtained from the Idaho State Bar and stamped for the Idaho State Bar in the “Reason Fingerprinted” field. To order a fingerprint card, click on the fingerprint link on our website and request that a card be sent to you. Please be sure to submit your name, complete mailing address and the fact that you are applying for reciprocal admission. Fingerprints must have been taken within ninety 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 ninety 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. 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.

Return this card with your application. We suggest that you wait until you are ready to send in your application to obtain your fingerprints so that your card will not be rejected.

Receipt of Application: A confirmation postcard is included with the fingerprint card. This can be submitted with your completed application for immediate notification that the Idaho State Bar has received your application. Please do not contact the Idaho State Bar Admissions Department regarding the status of your application until after you receive a confirmation letter and status sheet showing what documents we have received and what documents you still need to provide to the Idaho State Bar.

APPLICATION MATERIALS CHECKLIST:

Submit the following:

- 1. Completed Original Application – Please do not bind or staple any part of this application.**
- 2. Correct Application Fee**
- 3. Completed Fingerprint Card**
Complete all personal information.
This card will be submitted to the Bureau of Criminal Investigation by the Idaho State Bar.
- 4. All Supplemental Sheets**
- 5. Two Authorization and Release Forms**
- 6. Consent To Release Student Records** (Two originals for each law school attended.)
The Idaho State Bar will submit these to the law schools.
- 7. Complete response to Question 17**
Submit each certified statement on a separate sheet.
- 8. All Character & Fitness documents or a statement when they will be forthcoming.**
- 9. Self-addressed stamped post card received with the fingerprint card.**

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

- 1. All college/university and law school transcripts**
These must be submitted directly to the Idaho State Bar by each school.
- 2. Certificate(s) of Good Standing including complete discipline history.**
The discipline history and the admission information might be submitted by separate agencies. Please check with the jurisdiction. These must be submitted directly to the Idaho State Bar by each jurisdiction where you have been admitted to practice law.
- 3. Idaho State Bar Reference Forms** (Submitted by each reference)

**Mail or Deliver to: Idaho State Bar
P.O. Box 895
525 West Jefferson
Boise, ID 83702**

Please do not contact the Idaho State Bar admissions department regarding the status of your application until after you receive a confirmation letter and status sheet showing what documents we have received and what documents you still need to provide to the Idaho State Bar.

STEPS FOR ADMISSION:

Listed below are the steps for Admission to the Idaho State Bar under the Application for Reciprocal Admission. The application process could take from 60 to 90 days to complete.

1. When an application has been processed and approved, the Idaho State Bar notifies the Idaho Supreme Court that the reciprocal applicant is eligible for admission.
2. When the Idaho State Bar receives the Order of Admission from the Idaho Supreme Court, the Admissions Department sends the applicant a licensing packet to be completed and returned to the Idaho State Bar, along with a letter giving instructions for admission to the Idaho Supreme Court and the United States District Court. ***Please do not contact the Idaho Supreme Court or the United States District Court until you receive the letter of instructions from the Idaho State Bar.***
3. After the Idaho State Bar has received and processed the licensing materials, the applicant is eligible for admission. The applicant must first be admitted through the Idaho Supreme Court before being eligible to be admitted to the United States District Court.
4. All applicants must appear in person at the Idaho Supreme Court in Boise to be sworn-in and admitted to the practice of law in Idaho. Please note that applicants have six months from the date of the Order of Admission to be sworn-in. *Idaho Bar Commission Rule 220.*
5. Within 12 months of admission to the Idaho State Bar, each lawyer is required to complete at least 10 New Admittee Credit-Approved (NAC-Approved) continuing legal education (CLE) credits. NAC-Approved CLE credits address Idaho practice, procedure and/or ethics. Of these 10 NAC-Approved credits, lawyers shall complete courses specifically addressing Idaho substantive law on ethics, civil and criminal procedure, and community property. Courses designated as NAC-Approved and courses satisfying the Idaho substantive law CLE requirement will be listed on the ISB website at isb.idaho.gov and isb.fastcle.com. I.B.C.R. 402(f).