



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

UBE SCORE TRANSFER APPLICATION FILING INSTRUCTIONS AND INFORMATION

These instructions apply to persons who wish to file an application for UBE Score Transfer and Admission to the Idaho State Bar. Please retain a copy of these instructions for future reference. All applicants are responsible for reading 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 <http://www.isb.idaho.gov/general/rules/ibcr.html>.

QUALIFICATIONS FOR ADMISSION:

In order to be admitted to the practice of law in Idaho, the Applicant must:

1. Be at least eighteen years of age;
2. Be lawfully admitted to this country;
3. Have, or will have received, a juris doctorate or bachelor of laws degree or an equivalent basic law degree from an Approved Law School;
4. Have demonstrated the essential eligibility requirements to practice law pursuant to Rule 201 and have met all requirements in the Admission Rules;
5. Be a person of good moral character;
6. Prior to submitting an application to transfer a UBE score to Idaho, or within the next two scheduled MPRE administrations after submitting the application, the Applicant must take the MPRE and receive a minimum scaled score of 85.

Mail or Deliver all applications to:

**Idaho State Bar
P.O. Box 895
525 West Jefferson
Boise, ID 83702**

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 supplemental 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. Your application must be kept current to the date of admission.
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 & 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 certified copies of your transcripts from all the colleges/universities and law schools you have attended be sent directly to the Idaho State Bar.
- **Question 14 - Certificates of Good Standing – Attorney Applicants:** 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 agency responsible for the Certificate of Good Standing. Please check with each jurisdiction.
- **Questions 19-37 – 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 attach all supplemental sheets and supporting documentation for each question answered in the affirmative. 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 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:

- **Character and Fitness Reference Forms (Questions 18 & 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 are an attorney applicant and do not have client references for Question 18, please submit an explanation as to why you can not submit those reference 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 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 the bar examination. 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. 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.

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 won’t be rejected.

Receipt of Application: A confirmation postcard is included with the fingerprint card. Be sure to put a stamp on the card as well as your address and submit it 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 documents and fee on or before the filing deadlines:

- 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. All Character & Fitness documents or a statement when they will be forthcoming.**
- 8. Self addressed stamped post card received with the fingerprint card.**

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

- 1. UBE Official Score Transcript and MPRE scaled score**
- 2. All college and university transcripts** *(Submitted by school)*
- 3. All Law School Transcripts** *(Submitted by school)*
- 4. Certificate(s) of Good Standing including a complete discipline history.** *(Attorney applicants only-submitted by the jurisdiction)*
- 5. Idaho State Bar Reference Forms** *(Submitted by each reference)*

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.