



## New Mexico UBE Transfer Cover Sheet

Place this completed checklist first in your application envelope, and then place the rest of the listed materials in order after it. This form must be filled out on the computer and then initialed by hand.

**UBE Examination Date:**

February  July Year: \_\_\_\_\_  
State: \_\_\_\_\_

**Bar Applicant**

(All information provided must match information on application form)

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Permanent Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Social Security No. (last four digits): \_\_\_\_\_

Law School: \_\_\_\_\_

Law School Grad Date (mo/yr): \_\_\_\_\_

This is my first bar application to New Mexico:  Yes  No

I am licensed in another state (including inactive) or have an application pending in another state:  Yes  No

List states: \_\_\_\_\_

I have already taken the MPRE and had the score reported to New Mexico:  Yes: mo/yr: \_\_\_\_\_ (required)  No

This checklist only contains the items that must be submitted by the applicant in his or her initial application packet; additional documents are required. **All forms, deadlines, and detailed instructions for UBE transfer applicants are online at <http://nmexam.org/transfer-ube-score/>**

**For office use only:**

- Email
- Data
- LTR
- File
- NCBE

**Application Fee Enclosed:**  \$500 /  \$1000

Paid by:  Check/Money Order  Credit Card

**Application Documents Included with this Checklist, in Order** (all are required; incomplete applications will be returned):

(initial)

\_\_\_\_\_ Application fee, stapled to the back of this form

\_\_\_\_\_ Character and Fitness Application and any additional documents required as part of that form (filled out on the NCBE website, then printed and executed – two originals)

\_\_\_\_\_ Two originals of the NMBBE Release

\_\_\_\_\_ Certificate(s) of Good Standing and Disciplinary Board Letter(s)  
(if applicable, alphabetical by state; including inactive; if not applicable, mark N/A)

\_\_\_\_\_ Credit Report

\_\_\_\_\_ Three Character and Fitness Forms

\_\_\_\_\_ Statistical Data Form

**Instructions to the Applicant:**

1. Please refer to the NMBBE website for complete instructions.
2. UBE transfer applicants undergo a complete character and fitness evaluation; as a result, applications will take several months to investigate and evaluate. Please plan accordingly.
3. All application documents must be typed, except for notary information, which may be hand-written, and signatures or initials. All notarizations and signatures must be hand-signed originals.
4. Do not staple, tab, bind, or paperclip any part of the application materials or forms except where instructed to do so.
5. You must answer all questions completely and make answers as specific as possible.
6. If information becomes available subsequent to the date of your application, you must supplement the application as soon as that information becomes known to you and prior to your admission.
7. Applicants who fail to respond to NMBBE staff or NCBE investigator requests in a timely manner may be required to resubmit their application materials.
8. Please keep copies of all documents submitted.