



Uniform Bar Examination Transfer Application Instructions

Please do not submit these instructions with your application materials.

Uniform Bar Examination (UBE) scores may be transferred for admission to New Mexico so long as they:

- Were earned within 36 months of the application date.
- Reflect a score of 260 or above.

There is no filing deadline other than the 36-month requirement, and successful applicants may be sworn in throughout the year. For the full requirements for admission under UBE Transfer, please review the [New Mexico Rules Governing Admission](#) [link].

UBE transfer is one of four means of gaining admission to the New Mexico bar. If you do not qualify for UBE transfer, please visit our website for information on the other avenues for admission: <http://nmexam.org/> [link].

General Instructions

- Please refer to the New Mexico Board of Bar Examiners (NMBBE) website for all application documents and links: <http://nmexam.org/transfer-ube-score/> [link].
- 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.
- 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.
- Do not staple, tab, bind, or paperclip any part of the application materials or forms except where instructed to do so.
- You must answer all questions completely and make answers as specific as possible.
- Applicants who fail to respond to NMBBE staff or National Conference of Bar Examiners (NCBE) investigator requests in a timely manner may be required to resubmit their application materials.
- 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. Supplementation must be made to both the NCBE and the NMBBE.
- Please keep copies of all documents submitted.
- All applicants to the New Mexico Bar must take a [course in New Mexico law](#) [link] prior to admission. This class is taken after you submit your application but before you can be licensed.

- All new attorneys must be sworn in, in person, by the New Mexico Supreme Court or its Clerk within six months of recommendation for admission to the New Mexico bar.

The following documents must be submitted in a single application packet:

1. **New Mexico UBE Transfer Cover Sheet**, filled out on a computer and initialed.
2. **Application fee** in the form of a personal or business check, money order, or certified check payable to the NM Board of Bar Examiners or by credit card via our credit card authorization form. The Board does not accept cash payments. The fee is \$500 for any application submitted within one year (365 days) of the applicant's graduation date from law school. The fee is \$1000 for any application submitted after one year.
3. **Character and Fitness Application form and any additional documents required as part of that form** (two originals, both notarized and with original signatures).
The application link takes you to the National Conference of Bar Examiners (NCBE) web site to access their Character and Fitness Application, which is also our application for UBE transfer. The application must be filled out online on the NCBE website and then printed out to be mailed to our office. Please send two original printouts of the application, both signed and notarized, which will include three original copies of the NCBE Release and Authorization Form, to the New Mexico Board of Bar Examiners; must contain original signatures. Do not submit a payment to the NCBE with your online application; the Board will pay for the report. Please note that the NCBE's investigative report typically takes at least 100 days, and can take as long as six months to complete.
4. **Two signed and notarized copies of the Authorization and Release Form** for the New Mexico Board of Bar Examiners; must contain original signatures.
5. **Certificate(s) of Good Standing and Disciplinary Board Letter(s) from any state in which you are already licensed.** This does not apply to any applicant who is not already licensed in another state. You must include the originals; we cannot accept copies.
6. **A credit report with credit score** from one of the three major credit reporting agencies (Transunion, Equifax, or Experian) printed within 30 days of submitting your application. You may secure a free credit report from each of these agencies once per year at <https://www.annualcreditreport.com/> [link]. Reports secured through third parties (including Credit Karma) and incomplete or abbreviated credit reports will not be accepted. The report may be printed double-sided. Please note that data on your credit report will be cross-referenced to disclosures on your application; check it carefully. If you do not know the meaning of a term found on the credit report (e.g. "charge-off"), please research it before assuming it means that you do not still have a liability.
7. **Three character and fitness statements** from attorneys in good standing in any jurisdiction in the United States. You should request three attorneys that know you to complete these forms. These attorneys must be in addition to those persons listed in the body of the application listed above as item number 3. Law school professors may complete these forms, provided they are attorneys in good standing in one or more jurisdictions in the United States. Among other things, good standing means active

membership in a state bar. You may collect these forms and include them with your application or have them forwarded directly to the office. In either case, they must be originals and current.

8. **Statistical Data Sheet.** One copy signed and dated; must contain original signature.

The following items must be requested by the applicant and sent directly to the NMBBE by the issuing entity:

- **Uniform Bar Examination Score.** Score must be provided through the NCBE's score transfer service.
- **Passing Multistate Professional Responsibility Examination (MPRE) Score.** Score must be provided through the NCBE's score transfer service. A passing scaled score of 80 or above achieved no more than five (5) years before filing a first application for admission in New Mexico will be accepted. If you took this exam previously for another jurisdiction, you may have that score certified here; if you requested that the score be sent at the time you took the exam, you must so state on the New Mexico UBE Transfer Cover Sheet and provide the month and year of that exam. This board does not administer the MPRE and you may take it in any location/state it is offered.
- **Transcript from law school with evidence of graduation** (do not send diploma). Your final and complete official transcript from law school should indicate that you were awarded your J.D. and on what date. The transcript must be sent to the NMBBE offices directly from the law school or university registrar, either by post or via an official transcript service. Student copies, unofficial transcripts, and photocopies are not acceptable.
- **Law School Certification Form.** The law school certification form must be sent directly to the NMBBE offices by the law school.
- **FBI and NM State Criminal Records.** Follow the instructions on the NMBBE website to secure these records, which are sent directly to the NMBBE.

Application materials must be mailed to:

UBE Transfer Application
New Mexico Board of Bar Examiners
20 First Plaza Center NW, Suite 710
Albuquerque, NM 87102