



New Mexico Board of  
**Bar Examiners**  
www.nmexam.org

## New Mexico Retake/Deferral 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.

**Bar Examination Date:**

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

**Bar Applicant**

(All information provided must match information on application form)

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

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

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

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

(.edu addresses will not be accepted)

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

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

I received testing accommodations for a prior New Mexico exam and wish to receive them again (accommodations requests granted more than three years ago must be resubmitted in full).  Yes: mo/yr: \_\_\_\_\_  No

I deferred my prior application to the bar:

Yes: mo/yr: \_\_\_\_\_  No

I am licensed in another state or have an application pending in another state.  Yes  No

List state(s): \_\_\_\_\_

I will use my UBE score earned in New Mexico only to apply to another UBE state, and not for licensure in New Mexico:  Yes  No

**All forms, deadlines, and detailed instructions for retake and deferral applicants are online at <http://nmexam.org/bar-exam/take-the-bar-exam/re-examination/>**

**Application Fee Enclosed:**  \$0  \$100 /  \$1000

Paid by:  Check/Money Order  Credit Card

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

(initial)

\_\_\_\_\_ Application Fee, stapled to the back of this form (if no fee required, mark N/A)

\_\_\_\_\_ New Mexico Bar Licensure Application

\_\_\_\_\_ One original of the NCBE Release

\_\_\_\_\_ One original of the NMBBE Release

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

(if last report submitted is more than one year old; if not required and therefore not sent, mark N/A)

\_\_\_\_\_ Certificate(s) of Good Standing for all states in which licensed (if applicable; including inactive)

\_\_\_\_\_ NCBE Number Certification

\_\_\_\_\_ Laptop Release of Liability Form

(optional; if not submitting, mark N/A)

\_\_\_\_\_ Test Accommodation Request Forms,

including current documentation of disability (required if requesting accommodations for disability; if not requesting accommodations, mark N/A)

**Instructions to the Applicant:**

1. 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.
2. Do not staple, tab, bind, or paperclip any part of the application materials or forms except where instructed to do so.
3. You must answer all questions completely and make answers as specific as possible.
4. Where a question does not apply to you, you must answer "n/a" or "not applicable." Do not leave any section blank.
5. On the New Mexico Bar Licensure Application, you are expected to provide full answers within the body of the application and where specified. You may not state "see attached" or similar, unless the attachment contains additional information not specifically requested in the application form.
6. You may include additional information or explanation in an addendum or addenda, which must be clearly marked as such and signed and dated.
7. 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.

**For office use only:**

- Email
- Data
- File