



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

List state(s): _____

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/>

For office use only:

- Email
- Data
- File

Application Fee: \$0 \$100 \$500 \$1000
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.