



New Mexico Board of
Bar Examiners
 www.nmexam.org

One-Time Credit Card Payment Authorization Form

Only required when not paying by check or money order. **This form must be filled out on the computer and then signed by hand.**

Complete and sign this form to authorize the New Mexico Board of Bar Examiners (NMBBE) to make a one-time charge to your credit card account listed below for fees charged by the Board. Please include this form with your application or request for other services, and mail, email, or fax it to the NMBBE with other required documents. The NMBBE does not accept debit card payments.

By signing this form you give the NMBBE permission to charge your account for the amount indicated below plus a 3% convenience fee upon receipt of this form. This permission is for this single transaction only. The NMBBE will not maintain an electronic record of this transaction and will destroy this authorization form when the funds are credited to its checking account.

Applicant or Attorney:

Full Name as it Appears
 on Application or Form:

Cardholder:

Name as it
 Appears on Card:

Billing Address:

City, State, Zip:

Email:

Phone:

Account Type:

Visa Mastercard Amex Discover

Credit Card No.

Expiration Date:

CVV:

Amount of Charge: _____

A 3% convenience fee will be added to this amount.

Purpose of Payment:

Bar Examination Application

Month/Year of Exam:

Reciprocity / Admission on Motion Application

Uniform Bar Examination Transfer Application

Limited License Application

Reinstatement Application

File Retrieval

Examination Certification Letter

Other:

I, _____ (name as it appears on card) authorize the NMBBE to charge my credit card account in the amount listed above, plus a 3% convenience fee, upon receipt of this form. If my credit card payment is rejected by the card company or bank, I understand that I will have to remit payment in the form of a money order or cashier's check and may be assessed a late fee.

I authorize the NMBBE to charge my credit card according to the terms outlined above. This payment authorization is for the amount indicated above and is valid for a one time use only. I certify that I am an authorized user of this credit card and I will not dispute the payment with my credit card company or bank, so long as the transaction corresponds to the terms indicated in this form.

Cardholder Signature: _____

Date:

Bar Examination Applicants: If for any reason the credit card payment is rejected after the last filing deadline for the bar exam for which I am applying, I understand that my application will not be accepted for that bar exam.

Bar Examination Applicant

Signature (if different): _____

Date:

For office use only