



## Limited License Application Instructions

Please do not submit these instructions with your application materials.

Under Rules 15-301.1 and 15-301.2 NMRA, attorneys working for the public defender's office, state government, and some civil legal services providers are eligible for a "limited license" top practice in New Mexico. Such a license does not require that the attorney sit for the bar exam, transfer his or her UBE score, or meet the requirements of reciprocal admission.

Please read the [Rules Governing Admission](#) [link] and [Limited License Application Instructions - Supreme Court](#) [link] before beginning your application.

The limited license application comes in two parts, and each part is submitted and administered concurrently. You will receive your temporary limited license from the Supreme Court while your character and fitness investigation is ongoing, and must certify in your application to the Court that you have already submitted your character and fitness application to the NMBBE.

### General Instructions

- Please refer to the New Mexico Board of Bar Examiners (NMBBE) website for all application documents and links: <http://nmexam.org/limitedlicense/> [link].
- Limited License applicants undergo a complete character and fitness evaluation; as a result, applications will take time 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 and/or may be reported to the Supreme Court for failure to cooperate under Rule 15-301.1(E) or 15-301.2(E) NMRA.
- If new or previously undisclosed 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.
- You are expected to keep copies of all documents submitted. If you need to request a copy of your materials, you may do so for a fee through the forms found at <http://www.nmexam.org/attorney-services/score-certification-file-retrieval/> [link].

- If you wish to also authorize a member of your staff to speak with NMBBE staff about your application, you must provide written, signed authorization naming that person and granting him or her permission to communicate about your file. There is no form document for this authorization.

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

1. **New Mexico Limited License 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 \$250.
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 Limited License. The application must be filled out online on the NCBE website and then printed out to be mailed to our office. Please send an original printout of the application, signed and notarized, which will include one acknowledgement page and three original copies of the NCBE Release and Authorization Form, to the New Mexico Board of Bar Examiners; these documents are linked from the NCBE Completion Checklist and 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. **A credit report** from one of the three major credit reporting agencies (Transunion, Equifax, or Experian) generated 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]. Paid reports from these agencies will also be accepted. 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.
6. **Certificate(s) of Good Standing and Statement(s) of Discipline from each state in which you are or ever have been licensed**, other than New Mexico. You must provide the originals; we cannot accept copies. In most but not all states, the Certificate of Good Standing and Statement of Discipline are separate document provided by separate state entities. Both must be received in our office no later than 30 days after the date they were issued. The Certificate of Good standing must state whether your license is currently in good standing *or* was in good standing when you withdrew or went inactive in that state. The Statement of Discipline is an official record of all discipline in that state, past and

pending. The Statement must be provided regardless of whether you have received discipline in that state and may not just be a printout from a bar website.

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

- **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:**

New Mexico Board of Bar Examiners  
Attn: Limited License  
2440 Louisiana Blvd. NE, Ste. 280  
Albuquerque, NM 87110