



New Mexico Board of
Bar Examiners
www.nmexam.org

New Mexico Bar Examination Cover Sheet

Place this completed cover sheet 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):

Law School:

Law School Grad Date (mo/yr):

This is my first bar exam application in New Mexico:

Yes No

This is my first bar exam in any state: Yes No

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

List states:

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

I have already taken the MPRE and had the score reported to New Mexico: Yes: mo/yr: _____ (required) No

I have already taken the required class in New Mexico law:

Yes: mo/yr: _____ (required) No

This checklist only contains the items that must be submitted by the applicant in his or her initial application packet; additional documents may be required. **All forms, deadlines, and detailed instructions for bar exam applicants are online at <http://nmexam.org/bar-exam/take-the-bar-exam/process-forms-deadlines/>**

For office use only:

- Email
 Web

Application Fee Enclosed: \$ _____

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 by hand or mark N/A)

_____ Application Fee, stapled to the back of this form

_____ NCBE Character and Fitness Application with signed Acknowledgment Page

_____ Statistical Data Form

_____ Two originals of the NMBBE Release

_____ Three Character & Fitness Forms

_____ Credit Report (no more than 30 days old)

_____ Certificates of Good Standing and Statement(s) of Discipline (if applicable; including inactive/withdrawn/suspended/disbarred; alphabetical by state; if not so licensed, mark N/A)

_____ 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)

Due separately, if seeking admission in New Mexico:

Pre-Exam: Law school transcript and certification form, FBI and state criminal records (fingerprints); Post-Exam: MPRE score, in-person class. See the NMBBE website for more information.

Instructions to the Applicant:

1. Please read all instructions carefully and completely. You are accountable for following all instructions carefully and your application may be rejected if it is incomplete or incorrect.
2. All application documents must be typed, except for notary information, which may be hand-written, and signatures or initials. All pages requiring notarizations and/or signatures must be hand-signed originals.
3. Do not staple, tab, bind, or paperclip any part of the application materials or forms except where instructed to do so.
4. You must answer all questions completely and make answers as specific as possible. You are expected to provide full answers within the body of the application form and/or where specified. You may not state "see attached" or similar, unless the attachment contains additional information not specifically requested in the application form
5. 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.



Bar Examination Application Instructions

Please do not submit these instructions with your application materials.

- Interested in either retaking or deferring the exam? [See this page for instructions](#) [link].
- You are responsible for reviewing the [Rules Governing Admission](#) [link] to ensure that you are qualified to apply to sit for the Bar Examination in New Mexico. If you did not receive a J.D. from an ABA-accredited law school, see [Information for Non-ABA Applicants](#) [link].
- Please note that our deadlines are in-office, and not postmark deadlines and are firm. Incomplete applications will be rejected.
- Questions? [Visit our Q&A section on Slack](#) [link] (free, registration required).

Uniform Bar Examination (UBE) Courtesy Seating: Examinees who only wish to sit in New Mexico in order to transfer their scores to other states must submit all required items listed under "The following documents must be submitted by the filing deadline" and "The following documents must be submitted before you can be approved to sit for the exam," found on the website, except for those items that are explicitly listed as not necessary for UBE Courtesy Seating.

General Instructions

- Please refer to the New Mexico Board of Bar Examiners (NMBBE) website for all application documents and links: <http://www.nmexam.org/bar-exam/take-the-bar-exam/process-forms-deadlines/> [link].
- 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 fees.
- 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. To receive a copy of your submitted materials, you must pay to [request a copy of your file](#) [link].

- All applicants to the New Mexico bar must take a [course in New Mexico law](#) [link] prior to admission. This class is typically taken on the Thursday of the week of the bar exam, and all examinees are automatically signed up to take it when they register for the exam.
- 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 envelope, by the filing deadline:*

*Examinees who do not seek admission in New Mexico (UBE Courtesy Applicants) may omit items numbered 6, 7, and 8.

1. **New Mexico Bar Exam 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 New Mexico Board of Bar Examiners or by credit card via our credit card authorization form. The Board does not accept cash payments. The amounts are listed at <http://www.nmexam.org/bar-exam/take-the-bar-exam/process-forms-deadlines/>.
3. **Character and Fitness Application form and any additional documents required as part of that form** (one original, 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 the Bar Exam. 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, including acknowledgement page, to the New Mexico Board of Bar Examiners; the acknowledgement page is linked from the NCBE Completion Checklist and must contain original signatures.
4. **Statistical Data Form**, filled out and signed.
5. **Two signed and notarized copies of the Authorization and Release Form** for the New Mexico Board of Bar Examiners; must contain original signatures.
6. **Three character and fitness statements** from attorneys in good standing in any U.S. state. You should request attorneys that know you to complete these forms. These attorneys must be in addition to those persons listed in the body of the Character and Fitness Application Form. They may not be relatives, including relatives by marriage. 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. The forms must be originals and current. If the attorney prefers, he or she may submit a form via mail, fax, or email directly to our offices, but any form submitted by the applicant must be an original and all forms must be received by the filing deadline. You may indicate on your cover sheet that forms are being sent separately by your references.
7. **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]. Complete paid reports from these agencies will also be accepted. Reports secured through third parties (including Credit Karma, mortgage companies, and other third parties) 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.

8. **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.
9. **Confirmation of NCBE Number Certification.** All examinees are required to certify to the NCBE that they will be sitting for the Bar Exam in this state. To certify your NCBE number:
 - Log into or create your NCBE account at www.ncbex.org
 - Along the left-hand side of the Dashboard, select Bar Exams
 - Select Bar Exam Date Month: [select applicable month]
 - Select Bar Exam Date Year: [select applicable year]
 - Select Testing Jurisdiction: New Mexico
 - Click Add New, then print the confirmation page (this just shows your name and that you’re signed up for the applicable exam) and include a copy of that printout with your application packet.
10. **Laptop Release of Liability Form**, if applicable. You must submit a release of liability form in order to use your laptop to write the exam; it must contain your original signature. If you later change your mind and choose not take the exam on laptop, submitting the form does not commit you to registering or paying for the software. Prior to the exam, you will pay \$100 directly to ExamSoft, our software provider, as part of the laptop registration process.
11. **Test Accommodation Request**, if applicable. Please be sure to read the Policy and follow all instructions carefully; incomplete or late requests will be rejected.

The following items must be requested by the applicant and sent directly to the NMBBE by the issuing entity; they must be received before you will be authorized to sit for the Bar Exam:*

*UBE Courtesy Applicants must also submit all of these items.

- **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. This form is found on our website.
- **FBI and NM State Criminal Records.** Follow the instructions on the NMBBE website to secure these records, which are sent directly to the NMBBE.

These items must be completed and/or submitted before you can be admitted to the Bar:*

*UBE Courtesy Applicants do not submit these items.

- **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 Bar Exam 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.
- **Completion of the required class in New Mexico law.**

Application materials must be mailed to:

New Mexico Board of Bar Examiners
Attn: Bar Exam
2440 Louisiana Blvd. NE, Suite 280
Albuquerque, NM 87110

Please note that all deadlines are in-office, and not postmark, deadlines and are firm.