



New Mexico UBE Transfer 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.

UBE Examination Date:

February July Year: _____
State: _____

Bar Applicant

(All information provided must match information on application form)

Full Name: _____

Mailing Address: _____

City, State, Zip: _____

Permanent Email: _____

Phone: _____

Social Security No. (last four digits): _____

Law School: _____

Law School Grad Date (mo/yr): _____

This is my first bar application to New Mexico: Yes No

I am licensed in another state (including inactive) or have an application pending in another state: Yes No

List states: _____

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

Application Fee Enclosed: \$500 / \$1000

Paid by: Check/Money Order Credit Card

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

(initial)

_____ Application fee, stapled to the back of this form

_____ Character and Fitness Application and any additional documents required as part of that form (filled out on the NCBE website, then printed and executed)

_____ NCBE Acknowledgment Page

_____ NCBE Release (one original)

_____ NMBBE Releases (two originals)

_____ Certificate(s) of Good Standing and Disciplinary Board Letter(s) (if applicable; alphabetical by state; including inactive/withdrawn/suspended/disbarred)

_____ Credit Report

_____ Three Character and Fitness Forms

_____ Statistical Data Form

Instructions to the Applicant:

- Refer to the NMBBE website for complete instructions.
- UBE transfer applicants undergo a complete character and fitness evaluation; as a result, applications will take several months 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.
- 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.
- Applicants who fail to respond to NMBBE staff or NCBE investigator requests in a timely manner may be required to resubmit application materials and pay an additional fee.
- Please keep copies of all documents submitted.

This checklist only contains the items that must be submitted by the applicant in their initial application packet; additional documents are required. **All forms, deadlines, and detailed instructions for UBE transfer applicants are online at <http://nmexam.org/transfer-ube-score/>**

For office use only:

- Email
- Data
- LTR
- File
- NCBE



Uniform Bar Examination Transfer Application Instructions

Please do not submit these instructions with your application materials.

Uniform Bar Examination (UBE) scores may be transferred for admission to New Mexico so long as they:

- Were earned within 36 months of the application date.
- Reflect a score of 260 or above.

There is no filing deadline other than the 36-month requirement, and successful applicants may be sworn in throughout the year. For the full requirements for admission under UBE Transfer, please review the [New Mexico Rules Governing Admission](#) [link].

UBE Transfer is one of four means of gaining admission to the New Mexico bar. If you do not qualify for UBE Transfer, please visit our website for information on the other avenues for admission: <http://nmexam.org/> [link].

General Instructions

- Please refer to the New Mexico Board of Bar Examiners (NMBBE) website for all application documents and links: <http://nmexam.org/UBE Transfer/> [link].
- UBE Transfer 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 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. 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].

- All applicants to the New Mexico bar must take a [course in New Mexico law](#) [link] prior to admission. This class is taken after you submit your application but before you may be licensed.
- 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 UBE Transfer 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 fee is \$500 for any application submitted within one year (365 days) of the applicant's graduation date from law school. The fee is \$1000 for any application submitted after one year of graduation.
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 UBE Transfer. 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 acknowledgment page and one 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. **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. 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.
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.

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]. 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.

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

- **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 UBE Transfer 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.
- **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: UBE Transfer
2440 Louisiana Blvd. NE, Ste. 280
Albuquerque, NM 87110