Bar Application Checklist:
The Basics for North Carolina

For a full list of the instructions to the applicants, go to: http://www.ncble.org/. You should read all the instructions before submitting your application. This checklist is to just help you get started and is not exhaustive or all encompassing. Your application will be customized to your particular circumstances.

Have you ...

- Printed out the bar application form?
- Answered all the questions fully and complete (full dates, names and addresses; avoid abbreviations whenever possible)? Hint: Try printing out the application and filling it in pencil before submitting online.
- For your references (questions 33, 34, 44, 45). Certificate of Moral Character Form (8 needed)*:
  - Indicate titles for each person (Mr./Ms./Mrs.)?
  - Do not list any two persons that are members of the same household or are listed as employers/supervisors. Other restrictions apply. You will need to send these to each of your 4 references. Also, remember to include an addressed and stamped envelope to make it easier on your references.
- Requested a certified copy of your birth certificate? Hint: I would request 2 so you have an extra copy.
- Requested copies for all litigation you have been a party?
- Printed out 2 Authorization and Release Forms*?
- Requested official transcripts?
- Completed your handwriting sample?
- Completed your Application to take the July Exam on Laptop*?
- Gotten fingerprinted? Include both sets of completed finger print cards, and don’t forget the Fingerprint Card Information Release*.
- Printed out the summary sheet and staple your picture? Hint: This summary card* will be the first page of your application.
- If you have a record of criminal or traffic cases, have you filled out Form #12*?
- Have you completed your past permanent and temporary addresses form – Form #14*?
- Gotten your picture taken? Use the passport size.
- When you are done, made 3 copies?
  - 1 copy for your records, and
  - 2 copies, notarized, double-sided to be sent with your packet (in duplicate means, the original plus a good photocopy).
- Included the appropriate amount of fees? $1,500.00 for an applicant who is not been licensed before.
- Included everything in your packet and had it postmarked before the deadline?
  - 1st Tuesday in January – July
  - 1st Tuesday in March – July (Late)

*These forms are available to be printed out at http://www.ncble.org.
Note: This checklist was created by the PCL and it is our interpretation of the information available at the NCBLE. It is not official, but as a tool to help you get started on your application.

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☐ Created & included a notification card (postcard with stamp) for NCBLE to send you when an application is received?

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