

STATE BAR OF NEVADA

Admissions Department
3100 W. Charleston Blvd., Suite 100
Las Vegas, NV 89102
Website: www.nvbar.org
Email: admissions@nvbar.org

INSTRUCTIONS FOR SUPPLEMENTAL PACKET

1. GENERAL INSTRUCTIONS:

- (a) Read the following instructions carefully. Applications that are not complete will be subject to the late fee schedule (SCR 54), or may be rejected (SCR 56).
- (b) The State Bar of Nevada website, www.nvbar.org, offers additional application forms if needed for applicants. Please select “Admissions” and choose the “Forms” page. The Forms page contains copies of all application forms, a change of address form, the Application Amendment Form and other forms to assist applicants.
- (c) All required documentation must be mailed directly to the State Bar of Nevada, 3100 W. Charleston Blvd., Suite 100, Las Vegas, NV 89102.

2. SUPPLEMENTAL PACKET: Below are forms and/or requirements that must be completed before your application will be processed. All materials must be mailed to the Admissions Department, at the address noted above, as soon as possible but not later than **21 days** after the online submission of your application. (SCR 52) **Failure to return the items contained in the Supplemental Application Packet will result in a rejection of your application.** (SCR, Addendum 1, Paragraph 13) All forms and attachments must be mailed to the Admissions Department. The forms contained herein are:

- a. **APPLICATION VERIFICATION FORM:** Applicants must complete **two** copies of the Application Verification Form. Each copy must be completed as an original, in **BLUE INK ONLY**, with an original handwritten paragraph, an original signature, an original notary AND a photograph (see paragraph 2b below). (SCR 55 and Addendum 1, Paragraph 10)
- b. **PHOTOGRAPHS:** The applicant **must** submit a total of **five (5)** head and shoulder, full face, color passport photographs (2x2 inch), taken within four months of the submission of the application. (SCR 52 and Addendum 1, Paragraph 10) **The Board of Bar Examiners will not accept cutout photographs, computer generated photographs, or photocopied photographs.** Photographs must be provided as follows:
 1. 1 photograph affixed to page 3 of each Application Verification Form.
 2. 1 photograph in a standard size envelope with the applicants name written on the envelope and on the reverse of the photograph.
 3. 1 photograph attached to the enclosed Table Card which **must be signed** by the applicant.
 4. 1 photograph attached to the enclosed Exam I.D. Badge which **must be signed** by the applicant.
- c. **AUTHORIZATION & RELEASE FORM:** Applicant must complete, sign and have notarized one (1) original of the enclosed Authorization and Release Form. Submit the original and three (3) copies. (SCR, Addendum 1, Paragraph 10)
- d. **FINGERPRINTING:** The applicant must submit **two (2)** completed FBI fingerprint cards using **only** the cards provided by the State Bar of Nevada. (Supreme Court Rule 53 and Addendum 1, Paragraph 10) Cards from any other jurisdiction will be rejected. Take the cards to the nearest police station, sheriff’s office, or fingerprinting agency and have your fingerprints taken. **BE SURE TO SIGN THE CARDS AND FILL IN ALL THE PERSONAL DATA REQUIRED ON THE CARDS** including sex, race, height, date of birth, hair, eyes, residence, place of birth, citizenship and social security number. Do not change the information printed in the blocks titled “Reason Fingerprinted”, “Your No. OCA”, “Miscellaneous No. MNU” and “ORI”. Note: The FBI and the Nevada Department of Public Safety require that the person taking your fingerprints must insert the completed fingerprint cards into the enclosed envelope and seal the envelope with the enclosed label/seal. That person is required to sign his/her name on the back of the sealed envelope so that it cannot be opened or tampered with before it reaches the Admissions Department. The Admissions Department will

accept only fingerprint cards that are sealed in the envelopes in accordance with these instructions. An instruction letter for the person taking your fingerprints has been included in your Supplemental Package and should be provided to that person at the time your fingerprints are taken.

e. **EXAMSOFT REGISTRATION AFFIDAVIT:** Applicants who have selected to take the exam by computer must submit one original copy of the ExamSoft Registration Affidavit with an original notary. Applicants will receive an email before the exam with instructions how to register and download the program. Detach instructions and submit notarized page only.

f. **ALL ATTACHMENTS, DOCUMENTS AND OTHER SUPPLEMENTARY FORMS OR DOCUMENTS WILL BE RETURNED TO THE ADMISSIONS DEPARTMENT BY MAIL.**

3. **OTHER MANDATORY DOCUMENTS.** (These documents must be received by the Admissions Department as soon as possible. Failure to submit these documents will result in a processing delay as well as a possible rejection of the application. (SCR 56))

a. **SCHOOL TRANSCRIPTS:** Applicants must mail, or cause to be mailed, **certified** transcripts from all law schools attended **and** from colleges and universities **from which a degree was received**. If an applicant is filing an application prior to graduation from law school, the applicant is required to furnish a transcript showing a law degree conferred as soon as available upon graduation **but no later than the 10th day of the month in which the bar exam is being administered**. (SCR 55) Re-applicants are not required to re-submit transcripts.

Please note: Proof of receipt of Juris Doctor must be received by our office no later than the 10th day of the month in which the bar examination will be taken, or the applicant will not be able to sit for the bar exam. (SCR 51 and SCR 55)

b. **DEPARTMENT OF MOTOR VEHICLES REPORTS:** Applicants must upload or mail a Department of Motor Vehicles Report from every state in which they were licensed to drive during the past five (5) years. (SCR, Addendum 1, Paragraph 11) The driving report must be validated by the DMV or you must provide a confirmation number or transaction number to prove authenticity.

c. **CERTIFICATE OF GOOD STANDING AND DISCIPLINARY HISTORY (Attorneys only):** Every attorney applicant who has been admitted in any other jurisdiction **must** contact either the Executive Director of the State Bar or the Clerk of the Supreme Court or highest admitting court of each state in which admitted and mail directly to the Admissions Department, **BOTH** a certificate certifying that the applicant is a member in good standing **AND** a disciplinary history report specifying any disciplinary proceedings affecting the applicant. (SCR 52 and Addendum 1, Paragraph 11) It is the responsibility of the applicant to determine the proper authority to forward the request. **APPLICANTS MUST USE THE FORMS PROVIDED IN THE SUPPLEMENTAL PACKET TO REQUEST EACH CERTIFICATE OF GOOD STANDING AND DISCIPLINARY HISTORY REPORT.**

d. **LETTERS OF REFERENCE:** Applicants must mail at least two (2) letters of reference from the list of references provided in the application. (SCR, Addendum 1, Paragraph 11) **RE-APPLICANTS PLEASE NOTE:** If your previously submitted references are more than one year old at the time of the present application, you are required to submit two (2) new reference letters. It is the applicant's responsibility to make sure that the State Bar has current references.

e. **DD214 OR MILITARY DISCHARGE:** Applicants who have served in the military or armed forces for any country must mail a photocopy of his/her DD214 or Military Discharge papers.

4. **MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM:** Applicants shall take and pass the MPRE with a scale score of at least 85 no earlier than three years preceding the year in which the applicant passes the Nevada Bar Examination and no later than three years after the year in which the applicant passes the Nevada Bar Examination. (SCR 65.5 and 69) Applicants must mail (or have NCBE send) a copy of their MPRE score if available.

5. **CHANGE OF MAILING ADDRESS, EMAIL ADDRESS AND TELEPHONE NUMBER(S):** Applicants **must** keep the State Bar of Nevada informed of their current address, telephone number(s) and email address **at all times** during the application and examination process. You must provide the Admissions Department each time there are any changes. Failure to keep the Admissions Department informed of your current address, telephone number(s) and email address will result in you not receiving mandatory documentation. The Change of Address Form can also be found on our website www.nvbar.org and must be mailed into the Admissions Department.
6. **APPLICATION AMENDMENT FORM:** Applicants must submit by mail an Application Amendment Form with any changes to their application. In the event of any incident or occurrence that would change the information provided with your original application, (i.e., change of employment, traffic citation, arrest, disposition of pending litigation), you must complete and mail the Application Amendment Form, a copy of which is contained herein. The Application Amendment Form can also be found on our website www.nvbar.org.
7. **RETAIN A COPY OF YOUR APPLICATION:** Print and retain a copy of both your completed application and your completed Authorization & Release Form. There is a \$35.00 fee to obtain a copy of your application if you do not retain a copy. The State Bar of Nevada retains files only for applicants who do not pass an exam for a period of three years after the exam. The Admissions Department does not retain files for applicants who pass the exam. You will need the application as reference for future inquiries from the Admissions Department, for safeguard against loss, and for use when applying to other jurisdictions.
8. **SUPREME COURT OF NEVADA RULEBOOK:** Applicants are responsible for reading all rules and information regarding admission to practice law in Nevada. Please see the Supreme Court of Nevada Rules regulating admission and the Policies & Procedures for applicants on our website at www.nvbar.org.