

Pennsylvania Board of Law Examiners
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P.O. Box 62535
Harrisburg, PA 17106-2535



Supp. C.F.

Phone (717) 231-3350
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www.pabarexam.org

Instructions for Supplemental Application for Character and Fitness Determination

IMPORTANT: Supplemental character and fitness documentation (i.e., driving record(s), etc.) DOES NOT need to be enclosed with your initial application. Submit your completed application as soon as possible.

Enclosed should be:

- Instructions for Application*
- Verification of Application Forms*
- Supplemental Application for Character and Fitness Determination*
- Authorization and Release*
- Amendment to Application*
- Personal Verification of Driving Record Information*
- Personal Verification of Criminal History Information*
- Attorney Personal Disclaimer*
- *Driving Record Repositories*
- *Criminal History Record Repositories*
- *Certificate of Good Standing Contact List*

*For this information, please visit the board's website at www.pabarexam.org.

Application Information:

The correct filing fee (see *Verification of Application forms*) in the form of a certified check, cashier's check, law firm check, corporate check, or money order must accompany your application. Law firm checks or corporate checks will only be accepted if the firm or corporation's name is clearly embossed on the check as the account holder. The certified check, cashier's check, law firm check, corporate check, or money order must be made payable to the "Pennsylvania Board of Law Examiners." Please be advised that there are no refunds or transfers of applications and/or fees.

You must submit an ORIGINAL application, which MUST be TYPED (handwritten applications will not be accepted). You must answer every question with complete and absolute candor. Failure to be completely candid will result in the initial denial of admission. If you are uncertain whether your situation falls within the scope of a particular question, assume that it does. False statements and deliberate omissions will raise character issues that will result in the initial denial of admission and/or subsequent discipline under the Rules of Professional Conduct.

You must complete, sign, date, and return the *Verification of Application Forms*. Each of the items marked with an asterisk (*) on the *Verification of Application Forms* must be submitted with your application, or your application will be considered incomplete and will be returned.

Complete all questions and information blocks using the appropriate area on the application. Use the continuation page for detailed explanations of affirmative answers to questions or to provide required additional information. Please attach additional pages as needed.

Incomplete applications will be returned via United States Postal Service (USPS), regular mail. An application will be deemed incomplete for the following reasons, which are not exhaustive: 1) if any portion of it is not properly executed; 2) if the detailed explanation on page no. 7 is not completed, dated and signed; 3) if any portion of it is missing; 4) if any questions are unanswered, incompletely answered or missing any required details; 5) if the application is not typed; 6) if the *Verification of Application Forms* is not completed, signed and returned; 7) if the *Authorization and Release* is not dated, signed and notarized; and/or 8) if the filing fees are not for the appropriate amount and/or are not in the form of a certified check, cashier's check, law firm check, corporate check, or money order.

All character and fitness documentation and Multistate Professional Responsibility Examination (MPRE) official score transfer were required to be filed with your previous application.



admitted to the MPRE score
Contact the board on s

MPRE REQUIREMENT: You must achieve a minimum scaled score of 75 in order to be admitted to the bar of the Commonwealth of Pennsylvania. You must request that official notification of your MPRE score be sent directly to the board office from the National Conference of Bar Examiners (NCBE). Contact the NCBE at (319) 337-1304, to request an official score transfer or at (319) 341-2500 for information pertaining to the next examination.

If you have already received your *Certificate Recommending Admission to the Bar of the Commonwealth of Pennsylvania* from the board office, then all required character and fitness documentation, was submitted and the MPRE requirement was met. However, if you have not received your *Certificate Recommending Admission to the Bar of the Commonwealth of Pennsylvania* from the board office, then you failed to meet one or more of the aforementioned requirements, and therefore, are required to meet all requirements with the filing of this supplemental application. Your *Certificate Recommending Admission to the Bar of the Commonwealth of Pennsylvania* and the written statement required by Pa.B.A.R. 231 will not be released until all aforementioned requirements have been met and all required documentation has been received, reviewed and approved.

Changes to your Application Answers/Address Changes:

If any answer on your application changes prior to your admission to the bar, you are required to immediately, and not more than 10 days after the change occurs, notify the board office in writing (can be faxed to (717) 231-3351) and submit any relevant documentation to supplement your application. This includes, but is not limited to, any change of name and/or address, credit updates, contact with law enforcement or court officials, new employers, or school updates, etc. All address changes must be submitted at the time the change is effective. The board office cannot guarantee the processing of address changes for a future date.

Character and Fitness Documentation:

ALL third party character and fitness documentation, such as driving records, etc., should be submitted as soon as possible. Otherwise, your character and fitness determination may be delayed.

Board staff **cannot** verify receipt of your third-party character and fitness documentation over the telephone. It is recommended that you have all third-party character and fitness documentation returned to you, then mail the documentation via certified mail, return receipt requested, or by overnight courier (e.g., Federal Express, UPS, etc.) in order to verify receipt of the materials by the board office.

Important: All character and fitness documentation that is submitted to the board office must be an original or certified copy, and must include the notation "Supplemental Application"; otherwise, it may delay the processing of your application. You may use the *Amendment Form* located in the application packet in lieu of a cover letter to submit all of your third party documentation.

Copies:

You must retain a copy of your completed application and all correspondence sent to the board office, including third-party character and fitness documentation. This information will assist you in the event you must file a subsequent application in Pennsylvania or another jurisdiction. If you request a copy of your application, you will be required to pay an administrative fee.

Correspondence:

IMPORTANT NOTICE: All correspondence, regardless of the addressee, must be mailed to the board office address for distribution. Non-routine correspondence should be addressed to the Executive Director. Any correspondence sent directly to a Board member's office or law firm will not be considered to be a part of your official record, will be discarded without review, and will not receive a response or action. It is recommended that all documentation sent to the board office be mailed via certified mail, return receipt requested, or by overnight courier (e.g., Federal Express, UPS, etc.) in order to verify receipt of the materials by the board office.

Application Instructions

Section One: List your name EXACTLY as you would like it to appear on your admission certificate/license. NOTE: The name as it appears on your admission certificate will be the name used for your admission to, and recognized by, the Supreme Court of Pennsylvania. Titles, ranks and degrees, such as Mayor, Colonel, M.D., Esquire, etc. should not and will not be included with your name on your admission certificate/license. NOTE: If your name will change prior to admission because of marriage or divorce, you must list your current name on the application, and submit an amendment for your name change, within 10 days after the change occurs.

If you already received your original *Certificate Recommending Admission to the Bar of the Commonwealth of Pennsylvania* from the board office, and it was not issued in the name listed in Section One on this supplemental application, you must return the original certificate or, if the original is not available (lost or destroyed) you must submit the *Duplicate Certificate Request* form with your application.

All communications from the board office will be mailed to the address listed on your application. You have the option to provide your e-mail address, which will be used in the event that all other attempts to contact you are unsuccessful, or for general announcements. Your e-mail address is considered a part of your confidential application and will not be released to anyone. If your name, address and/or telephone number(s) change, you must notify the board office in writing, within 10 days of each occurrence. Name, address and/or telephone number changes will not be processed over the telephone and must be in writing (can be faxed to (717) 231-3351).

Section Two: Please indicate your Social Security Number (SSN), the month, day, and year of your birth, and the city, state, and country (if not United States) of your birth. NOTE: Disclosure of your SSN is voluntary and is used as the unique record identifier. Disclosure of your SSN minimizes the risk of misidentification and provides information used for positive identification and record keeping purposes only.

Section Three: Indicate the name, location and dates of attendance of the law school from which you have received your JD.

Question No. 1: If you answer “yes” to this question, you must complete 1(a) and 1(b). For 1(a), you must list each jurisdiction or country that you are currently, or have ever been admitted as an attorney. If you answer “yes” to 1(b), STOP! You cannot apply for admission to the Pennsylvania bar (see Pa.B.A.R. 203(a)(3)). If you answer “no” to 1(b), it is required that you submit a Certificate of Good Standing (less than 90 days old) for every jurisdiction that you are currently, or have ever been, admitted as an attorney (see Question No. 26). The certificate(s) should be submitted with this application.

Question No. 2: If you have ever applied to sit for a bar examination in Pennsylvania, answer “yes,” and indicate the date of the last bar examination for which you submitted an application (i.e. 7/08, 2/09, 7/09, etc.).

ANSWER THE FOLLOWING QUESTIONS ONLY FOR THE TIME PERIOD FROM THE DATE YOU FILED YOUR LAST APPLICATION UNTIL THE DATE YOU FILE THIS APPLICATION. PREVIOUSLY SUBMITTED INFORMATION NEED NOT BE REPEATED.

Question No. 6: You must provide complete addresses, in reverse chronological order, for every residence that you have lived in since the filing of your last application. Begin with your current residence, and include all addresses and/or temporary addresses (over 90 days) used for schooling, business, military, or for any other purpose since the filing of your last application. Include the time period that those addresses were used. If complete address information is not available, you must at least list the city, state, and the length of time that those addresses were used. NOTE: If any address includes a post office box, a street address must also be provided for that time period.

Question No. 7: If your name has been legally changed by court order or marriage, list the appropriate information on the continuation page, provide a detailed explanation and include any documentation to support your explanation. If your name has changed since the filing of your last application, you must include a copy of a marriage certificate, divorce decree, or court order with your application; otherwise, the processing of your application will be delayed.

Question No. 8: If you have used or identified yourself by a different Social Security Number, list the appropriate information on the continuation page, provide a detailed explanation and include any documentation to support your explanation.

Question No. 9: If you are NOT a citizen of the United States, you must provide copies of immigration documents (i.e., green card, etc.). List the country of your citizenship and the status of your presence in this country on the continuation page.

Question No. 10: If you have been an active or reserve member of the armed services, and are now separated from such service, provide a copy of the *Separation from Active Duty* (DD Form 214). You may obtain this form by contacting: Military Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132. If you are advised by the Military Personnel Records Center that no such document exists, furnish a copy of that letter. If you are currently an active duty member of the armed forces, provide a copy of your most recent *Evaluation Report*. If you answer "yes" to question no. 10, list your dates of enlistment, commission, discharge, branch of service and serial number on the continuation page. If you answer “yes” to question no. 10(a), list the nature of separation, type of discharge, and circumstances surrounding your release on the continuation page. If you answer "yes" to question nos. 10(b) and/or 10(c), you must provide a detailed explanation of the circumstances and final disposition on the continuation page. You must provide all documentation, if available, to support your explanation.

Question No. 11: If you answer "yes" to any of the questions under question no. 11, you must provide a detailed explanation of specific incidents, including the date, name, address, and position of the person(s) who made the statements to you, the circumstances, and the outcome on the continuation page. This question does not include information regarding minor constructive criticism that is typical and to be expected when training an employee.

Question No. 12: If you answer "yes" to question no. 12, you must provide a detailed explanation of the circumstances of each instance, including the date, place, and nature of the offense, names of the authorities involved, disposition, and sanction(s) on the continuation pages. You must provide documentation, if available, to support your explanation.

NOTE: Do NOT answer “yes” if the instance occurred prior to college. Only incidents occurring beyond high school need to be disclosed. Additionally, do NOT answer “yes” if you applied to a college(s) or law school(s) and were denied admission due to academic standing and/or financial limitations.

Question No. 13: If you answer "yes" to this question, you must provide a detailed explanation of the circumstances of each instance, including the type of document, the date it was altered or falsified, names of the authorities involved, the outcome of the action, and a full explanation on the continuation page. You must provide documentation, if available, to support your explanation. This question refers to the falsification of documents including, but not limited to, bar applications or examination result letters, recommendation letters, transcripts, reports, law school applications, and employment applications.

Question No. 14: If you answer "yes" to this question, you must provide a detailed explanation of the circumstances on the continuation page. AT A MINIMUM, you must provide a detailed description of the incident, including the time, date, location, law enforcement agency involved, and final disposition. You must provide all documentation and information regarding each incident. Failure to comply with this requirement will result in the delay of your character and fitness determination. This may also result in the initial denial of your application, and will delay the receipt of your certificate for admission.

Question no. 14 requires an affirmative response even if an arrest, conviction, or sentence has been legally expunged from your record. If you answer "yes" to this question, due to an arrest, charge, citation, accusation or prosecution, you must include a copy of the police criminal complaint, including the affidavit of probable cause, the preliminary arraignment notice, and certified records of any court proceedings (other than notes of testimony). Documentation of the final disposition must also be provided. If you no longer have copies of this documentation, you should contact your attorney, the Court and/or District Justice to obtain copies. You must disclose each instance, even though the charges were dismissed or diverted, you were acquitted or pardoned, adjudication was withheld, a conviction was reversed, set aside or vacated, or the record was sealed or expunged. You must disclose each instance, regardless of whether you believe or were told that you need not disclose it.

If you were convicted, arrested or received Accelerated Rehabilitative Disposition (ARD) for an alcohol related offense in Pennsylvania, such as Driving Under the Influence (DUI), you must submit your Court Reporting Network (CRN) test scores. CRN test scores can be obtained from the Adult Probation Office in the county where the offense occurred. If you are currently on probation, or have completed probation within the past five years, you must provide a letter from your probation officer detailing the requirements of your probation and your conduct during probation. If your probation has been completed, you must provide a copy of the termination letter.

NOTE: ARD is a pre-trial program whereby your case is diverted from criminal prosecution to probation, subject to various conditions which may include the following: attendance at a drug/alcohol treatment program, payment of a Common Pleas court administrative fee, payment of a municipal corporation administrative fee if your case was instituted by a police department for a borough or township, and court costs. When you satisfactorily complete the program, you are eligible to apply to the court for a dismissal of the charges. Although acceptance into the ARD program does not constitute a conviction, it will be construed as a conviction for purposes of computing your sentence, should you be convicted of a subsequent offense.

DRIVING RECORDS: You must provide a driving record for the maximum number of years available, for each state from which you ever held a driver's license, and/or for any state in which you were stopped, arrested, charged, cited, accused or prosecuted for Driving Under the Influence (DUI) or any serious traffic violation (i.e.; fleeing the scene of an accident, homicide by vehicle, fleeing and eluding police, excessive speed (100+ mph), etc.) Additionally, you must complete one *Personal Verification of Driving Record Information* form listing out-of-country records. Note: Form enclosed (make copies as needed).

Driving records that were submitted with a previous application are valid for two years from the date of issue. You are not required to resubmit a driving record if the document you previously submitted meets the aforementioned requirements, is valid, and there have been no changes to your driving record. Additionally, you are not required to resubmit a driving record if you have not revisited that state since you last submitted the required driving record.

Refer to the *Driving Record Repositories* list to determine the fee and where the request must be sent. Request a certified record for the maximum number of years available from the agency. Driving records may be obtained via the internet provided they are a certified or true/attested record from the state's Department of Motor Vehicles web site. Driving records obtained from any other internet source will not be accepted. Request the record for the maximum number of years available from the agency.

CRIMINAL HISTORY RECORDS: If you answer “No” to this question, you are **not** required to submit criminal history records. Additionally, if you answer “Yes,” and you were arrested, charged, cited, accused or prosecuted for any offense, which resulted in a summary citation, you are **not** required to submit criminal history records. However, if you answer “Yes,” and you were arrested, charged, cited, accused or prosecuted for any offense other than a summary citation or minor traffic violation (i.e., any misdemeanor or felony) you **are required** to submit criminal history records from every state in which you have lived, worked, attended school or served in the military for six months or more (cumulative) from the age of 16 until the present. Additionally, if you answer “Yes,” you must provide a criminal history record from every state in which you were arrested, charged, cited, accused or prosecuted, but did not reside in for six months or more (cumulative). Please note, criminal history records may be obtained via the internet provided they are official records from the State Police web site from that state. Criminal history records obtained from any other internet source will not be accepted.

Criminal history records that were submitted with a previous application are valid for two years from the date of issue. You are not required to resubmit a criminal history record if the document you previously submitted meets the aforementioned requirements, is valid, and there have been no changes to your criminal history record. Additionally, you are not required to resubmit a criminal history record if you have not revisited that state since you last submitted the required criminal history record.

For out-of-state records refer to the *Criminal History Record Repositories* list and contact the repository directly to determine: 1) whether criminal records are provided; 2) the fee; 3) where the request must be sent; and 4) whether fingerprints are required. The information on the repository list may have changed since the last update.

If you need to obtain a record from a state that does not release criminal history records for bar application purposes, you **must** satisfy the requirement by completing one *Personal Verification of Criminal History Information* form for each such jurisdiction attesting to the fact that the state does not provide the information and that you: 1) have no criminal history record in that jurisdiction, or 2) have listed all criminal arrests and/or prosecutions that you have had in that jurisdiction. Do not complete the form for states that will provide a record, as it will be considered a false statement.

For out-of-country records, complete the *Personal Verification of Criminal History Information* form.

Question No. 15: If you answer "yes" to question no. 15, you must provide a detailed explanation of the circumstances on the continuation page. You must list the court in which such petition was filed, the date of filing, and the final disposition. Provide a certified copy of the petition, schedules, objections, proofs of claims, and disposition.

Question No. 16: If you answer "yes" to question no. 16(a), you must provide the date that the obligation was incurred, the amount borrowed, the amount paid, and what efforts have been made to repay the obligation. Provide copies of any agreements made with credit institutions outlining payment schedules. If you answer "yes" to 16(b), you must provide a detailed explanation and attach copies of court documentation detailing this arrangement, indicating with whom the arrangement is made. You must provide your payment history and the name and address of the agency where payments are made. If you answer "yes" to 16(c), you must provide a detailed explanation regarding the type of income tax return and/or report that was not filed and the circumstances regarding your not filing it on the continuation page.

Question No. 17: If you answer "yes" to this question, you must provide the date that you applied for a permit or license, the type of license for which you applied, the jurisdiction in which you applied for the license, the disposition of your application for the license, and your license number (if known). If you answer "yes" to 17(b), you must provide a detailed explanation regarding the withdrawal, denial, revocation and/or voluntary surrender of your application, permit or license on the continuation page. Additionally, you must provide copies of all relevant documentation regarding the circumstances and/or disposition.

Question No. 18: If you answer "yes" to this question, you must provide a detailed explanation of the circumstances on the continuation page. Additionally, you must provide copies of any court or other documentation regarding the circumstances and/or disposition.

Question No. 19: If you answer "yes" to this question, you must provide a detailed explanation of the circumstances on the continuation page. Additionally, you must provide copies of all relevant documentation regarding the circumstances and/or disposition.

Question No. 20: If you answer “yes” to this question, you must provide a detailed explanation of the circumstances on the continuation page, including the dates that a protection from abuse, restraining or peace order was filed against you. Additionally, you must provide a copy of each document filed against you, and all relevant documentation.

Question No. 21: If you answer “yes” to this question, you must provide a detailed explanation of the circumstances on the continuation page, including the dates and court, including docket no., where any proceeding was instituted. Additionally, you must provide copies of all relevant documentation. NOTE: This does not include divorce proceedings or minor motor vehicle accidents.

Question No. 22: If you answer “yes” to this question, you must provide a detailed explanation of the current status of the addiction or dependency, and how or if it relates to your ability to practice law.

Question No. 23: If you answer “yes” to this question, indicate the month and year that you sat for the MPRE on the continuation page. You are not required to provide official MPRE scores previously transferred to the board office.

Question No. 24: You must provide a complete address for every employer for which you have worked, for any length of time, in the last five years, regardless of compensation. This does not include work as a licensed attorney (see Question No. 27). Do not include law school programs involving supervised classroom internships for which you received academic credit. You must provide the actual (geographical) address at the time of employment, including zip code, dates of employment, position held, reason for separation, and indicate if you were compensated by each employer.

On your application you must list your current employer (employment held at the time you file your application), and/or all new employment since the filing of your last application. Only current information, new information and/or changes to old information must be submitted. For example, if you are currently employed by the same employer that was listed on your last application, you must provide the information for your current employer only. However, if you have a new employer and/or if employer information that you submitted with a previous application has changed, you must provide the new and/or updated information. You may type “see previous application” in the appropriate blocks for all other employment information that was previously submitted.

Temporary Employment: If any of your employment is/was through an employment agency, list each employment agency that you worked for on the continuation page. Additionally, if the employment agency assignment was in excess of 30 calendar days, you must provide complete address information for the actual employer on the continuation page.

Self-employment: If any of your employment is/was self-employment, you must either:

Have two individuals provide professional references on their letterhead. The reference should include the following information: 1) knowledge of your self-employment; 2) the type of business you had; 3) the length of time that you were in business; 4) the name of your business; and 5) their relationship with you. List the names of the individuals who will be providing the references on the continuation page. It is your sole responsibility to contact these individuals and ensure the delivery of the references to the board office.

Question No. 25: If you answer "yes" to any of these questions, you must provide a detailed explanation of the circumstances on the continuation page. Additionally, you must provide copies of all documentation regarding the circumstances.

Question No. 26: You must list every jurisdiction or country in which you have applied to sit for a bar examination, for a character and fitness determination, and/or for admission on motion. This includes previous Pennsylvania applications, but excludes this application. If you are not yet admitted, you must indicate the status, such as pending, denied, etc. Please type the appropriate information in the space provided. You must provide an original Certificate(s) of Good Standing from the clerk of the highest court (Supreme Court) of the state or country having authority over admission to practice law in all jurisdictions in which you are admitted. Certificates of Good Standing are also required for all federal and district courts you are admitted to. The certificate(s) should be submitted with your application, and must be less than 90 days old when received in the board office. Certificate(s) of Good Standing from bar associations or boards of bar examiners are NOT acceptable. If not applicable, leave blank.

**If you are NOT a licensed attorney in another jurisdiction, proceed directly to question no. 30.
If you are a licensed attorney in another jurisdiction, complete question nos. 27-31 and item 32.**

Question No. 27: If you were employed as a licensed attorney, you must provide a complete address for every employer in the space provided. If not applicable, leave blank. You must provide the actual (geographical) address at the time of employment, including zip code, duties of practice, dates of employment, and reason for separation

On your application you must list your current employer (employment held at the time you file your application), and/or all new employment since the filing of your last application. Only current information, new information and/or changes to old information must be submitted. For example, if you are currently employed by the same employer that was listed on your last application, you must provide the information for your current employer only. However, if you have a new employer and/or if employer information that you submitted with a previous application has changed, you must provide that new and/or updated information. You may type “see previous application” in the appropriate blocks for all other employment information that was previously submitted.

Sole Practice: If any of your employment is/was as a sole practitioner, you must have a judge and two attorneys provide professional references on their letterhead. The reference should verify the dates that you were in private practice and the type of practice in which you were engaged. List the names of the individuals who will be providing the references on the continuation page. It is your sole responsibility to contact these individuals and ensure the delivery of the references to the board office.

If you are currently working in a legal capacity in Pennsylvania, you must provide a completed, signed and dated *Attorney Personal Disclaimer* form (enclosed). You must return this form, with your application, and include a detailed explanation of your daily duties for any work in a legal capacity in Pennsylvania. Additionally, you must provide a letter from your supervisor, on company letterhead, detailing what type of work you are responsible for and a written job description.

Question No. 28: If you answer "no" to this question, you must provide a detailed explanation of the circumstances including the date(s) and the reason(s) that you were not entitled to practice for each applicable jurisdiction, or provide a detailed explanation regarding your inactive or disability status on the continuation page. Additionally, you must provide a copy of the court order(s) and/or rule(s) regarding this status.

Question No. 29: If you answer "yes" to any of these questions, you must provide a detailed explanation of the circumstances on the continuation page. Additionally, you must provide copies of all documentation regarding the circumstances.

Question No. 30: If you answer “yes” to this question, you must provide a detailed explanation of the circumstances, including the jurisdiction, date and reasons for denial, on the continuation page. Additionally, you must provide a copy of the letter of denial and all documentation to support your explanation (including transcripts), from the applicable jurisdiction, if other than Pennsylvania.

Question No. 31: If you answer “yes” to this question, you must provide a detailed explanation of the outcome of the hearing, including the jurisdiction, date of the hearing, names of the hearing officer(s) and the final outcome of the hearing. You must provide a copy of the letter scheduling the hearing and the letter confirming the final outcome of the hearing from the applicable jurisdiction, other than Pennsylvania.

If you have been denied admission in Pennsylvania due to character and fitness issues, this application must contain significant new information relating to your qualifications, which were previously at issue. Additionally, proof of rehabilitation must be provided, and should include, but is not limited to: 1) professional and/or personal references from non-family members; 2) proof of participation in community service programs; 3) proof of participation in a substance abuse program, if applicable, etc.

Continuation Page, No. 6: The character and fitness standards require that an applicant to the bar be one whose record of conduct justifies the trust of clients, adversaries, courts and others. The hallmark of such a person is honesty, especially in connection with an application for admission to the bar. Persons with a record showing a deficiency in honesty, trustworthiness, diligence or reliability may not be recommended for admission. If there is any information (event, incident, occurrence, etc.) that was not specifically addressed and/or asked of you in the *Supplemental Application for Character and Fitness Determination*, and/or in these instructions that could be considered as a character issue, you are required to provide a detailed explanation on the continuation page. Attach additional pages as needed. Applicants are required to report all incidents with absolute candor when completing the application, submitting documentation, and/or responding to the Board’s inquiries.

Item No. 32: Self-Explanatory.

Item No. 33, Page No. 7: You must sign and date page no. 7 in the spaces provided.

PLEASE NOTE: The average time required for processing a *Supplemental Application for Character and Fitness Determination*, is two months. However, the processing may vary depending on the amount of information contained within the file, and the cooperation of third parties in responding to requests. Properly completed applications containing all required information and documentation will be expedited. Significant character and fitness issues, and/or failure to fulfill any of the requirements will result in processing delays and may result in the initial denial of your application. Additionally, if you did not file all required character and fitness documentation with the filing of your last application, you are required to do so with the filing of this application, in addition to submitting the documentation as stated in these instructions. If your file becomes dormant (no activity for six months) it will be considered abandoned and you will be required to resubmit the appropriate application and filing fees.

Return your completed application and required documents (see *Verification of Application Forms*) to:

Mailing Address via US Postal Service:

(Certified/First Class/Priority/Express Mail)

Pennsylvania Board of Law Examiners

601 Commonwealth Ave., Suite 3600

P.O. Box 62535

Harrisburg, PA 17106-2535

Physical Address:

(Overnight Deliveries via DHL, FedEx, UPS, etc.)

Pennsylvania Board of Law Examiners

Pennsylvania Judicial Center

601 Commonwealth Ave., Suite 3600

Harrisburg, PA 17120-0901



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P.O. Box 62535
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Phone (717) 231-3350
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This application must be typed.
All applicants must answer all questions. If the question is not applicable answer "NO."
If the question is answered "YES," a detailed explanation must be provided on the continuation page(s).

SECTION ONE

First Name	Middle Name	Last Name	Suffix
Address		Telephone Number: () -	
		Home	
		() -	
		Business	
City	State	Zip Code	Email (optional)

SECTION TWO

- -	/ /	Birthplace	State/Country
Social Security Number	Date of Birth (mm/dd/yyyy)		

SECTION THREE

Law School from which you have received your JD	J.D. Degree	
City	State	
Begin Date (mm/yyyy)	End Date (mm/yyyy)	Degree Date (mm/yyyy)

- Have you ever been admitted/licensed as an attorney or legal counselor in any jurisdiction and/or country? Yes No
 - List ALL jurisdictions and/or countries that you have been admitted as an attorney _____
 - Are you currently disbarred or suspended for disciplinary reasons? Yes No
- Have you previously applied to sit for the Pennsylvania Bar Examination? _____ / _____ Yes No
Date (mm/yyyy)

NOTE: Question Nos. 3 – 5 are not applicable for this type of application.

**ANSWER THE FOLLOWING QUESTIONS ONLY FOR THE TIME PERIOD
FROM THE DATE YOU FILED YOUR LAST APPLICATION UNTIL THE DATE YOU
FILE THIS APPLICATION. PREVIOUSLY SUBMITTED INFORMATION NEED NOT BE REPEATED.**



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11. Have you since the filing of your last application been confronted, questioned, counseled, or approached by an employer, supervisor, teacher or other educator about the following (does NOT include constructive criticism):
- a. Your truthfulness? Yes No
 - b. Excessive absence? Yes No
 - c. Inability to work with others? Yes No
 - d. The manner in which you handled or preserved the money or property of others? Yes No
 - e. The thoroughness and/or timeliness of your preparation of work and/or your work itself? Yes No
 - f. Your competence? Yes No
 - g. Your promptness? Yes No
 - h. Your diligence? Yes No
 - i. Your ability to maintain the confidentiality of information? Yes No
 - j. Have you been terminated or suspended from a job, disciplined by an employer, or permitted to resign in lieu of termination or have you ever had a job offer rescinded? Yes No

12. Have you since the filing of your last application been denied enrollment, dismissed, suspended, expelled, subject to discipline, including disciplinary probation for plagiarism, cheating, dishonesty, fraud, or any other reason, or withdrawn in lieu of discipline from any academic institution or organization, beyond high school, for any reason (does NOT include academic discipline or probation for poor or failing grades)? Yes No

13. Have you since the filing of your last application altered or falsified any official or unofficial document or copy thereof (e.g., bar application or examination result letter, recommendation letter, transcript, report, law school application, employment application, etc.)? Yes No

14. Are you currently, or have you been since the filing of your last application, arrested, charged, cited, accused, or prosecuted for any crime by a law enforcement agency, or have you been the subject of any investigation by a law enforcement agency, civil or administrative agency, professional organization, corporation, board or any other agency (including but not limited to the lawyer Disciplinary Board, Attorney General's Office, government entity, law firm, etc.)? This does NOT include summary (minor) motor vehicle violations for which you were given a citation (ticket). Yes No

15. Have you since the filing of your last application filed a petition in bankruptcy, or has anyone ever filed a petition in bankruptcy against you? Yes No

16. Do you currently have:
- a. Any debts in arrears (e.g., 120+ days past due, charge offs, bad debts/loss write offs, and/or unpaid)? This includes delinquent student loans, child or spousal support, court orders or payments, whether reduced to judgment or not. This does not include student loans in deferment. Yes No

Or, have you since the filing of your last application:

- b. Been ordered or required to pay child or spousal support? Yes No
- c. Failed to file any required local, state or federal income tax return and/or report required by law? This does not include tax extensions and/or late filings. Yes No

17. Have you since the filing of your last application applied for a permit or license, other than one to practice law that required proof of good character (e.g., CPA, real estate broker, teacher, nurse, stock broker, concealed weapons permit, etc.)? Yes No

a. _____ / _____
 License Type Date Filed (mm/yyyy) License Number

Check here if you have additional licenses. Please include the information on the continuation page.

- b. Have you since the filing of your last application withdrawn an application for a permit or license, been denied a permit or license, had a permit or license revoked, or voluntarily surrendered a permit or license for any reason? Yes No



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18. Have you since the filing of your last application been the subject of any complaints, proceedings, investigations, or inquiries relating to a profession for which licensure is required that involved allegations of unauthorized practice of such profession, or censure, removal, suspension, revocation of license, discipline, or any other formal or informal charges, by any agency, organization or individual? Yes No
19. Have you since the filing of your last application been investigated for, or accused of fraud, commingling, withholding or misusing funds, or any other charges involving the handling of funds? Yes No
20. Have you since the filing of your last application had a petition for Protection From Abuse (PFA), restraining, or peace order filed against you? Yes No
21. Have you since the filing of your last application been named as a party to any civil proceeding or has any civil proceeding been instituted by you, on your behalf, or against you including, but not limited to, suits in equity, actions at law, statutory proceedings, or any other civil or administrative proceeding? Do NOT include divorce proceedings or minor motor vehicle accidents. Yes No
22. Are you currently addicted to, or dependent upon narcotics, intoxicating liquors, or other substances? Yes No
23. Did you sit for the Multistate Professional Responsibility Examination (MPRE)? If so, when? Yes No

____ / ____
Date (mm/yyyy)

24. List in reverse chronological order, the name and complete address, including zip code, for every employer for which you have worked, for any length of time, since the filing of your last application, regardless of compensation. This does not include work as a licensed attorney (see question no. 27). **NOTE:** You must provide a complete address for your actual (geographical) place of employment. However, you may provide the address for the corporate office on the continuation page.

(1) _____	_____ / _____	_____ / _____
Employer	Begin Date (mm/yyyy)	End Date (mm/yyyy)
_____	_____	
Address	Position Held	
_____	_____	
	Supervisor	
_____	_____	
City	State	Zip
	Reason for Separation	

Check here if you have additional employers. Please include the information on the continuation page.

25. Have you since the filing of your last application held judicial or public office? Yes No

If you answered "YES" to question no. 25, please complete 25a – 25d. If you answered "NO", please continue with question n. 26.

- a. Have any charges of judicial or official misconduct ever been filed against you? Yes No
- b. Have you ever resigned from judicial or public office? Yes No
- c. Have you ever been reprimanded, censured, suspended, or removed from judicial or public office for misconduct? Yes No
- d. Are you currently under investigation for judicial or official misconduct? Yes No



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26. List, in reverse chronological order, every jurisdiction or country in which you have ever applied to sit for a bar examination, for a character and fitness determination and/or for admission on motion, including state, federal, district courts and/or administrative agencies. This includes previous Pennsylvania applications, but excludes this application. (List the jurisdiction, whether the application was to sit for a bar examination or for admission on motion, the date of examination or filing of application, the status of application and the date of admission on the continuation page.)

_____ / _____ / _____
Jurisdiction Date (mm/yyyy) Status Date of Admission (mm/yyyy)
Admission by: Examination Motion

27. List in reverse chronological order, the employer name and complete address, including zip codes, of every office or firm at which you were, or are currently employed as a licensed attorney and/or engaged in private practice since the filing of your last application. Include the dates of employment, the nature and full extent of your duties, and the reason for the separation. NOTE: You must provide a complete address for your actual (geographical) place of employment. However, you may provide the address for the corporate office on the continuation page.

(1) _____ / _____ / _____
Employer Begin Date (mm/yyyy) End Date (mm/yyyy)

Address

Duties or Practice

Reason for Separation
City State Zip

Check here if you have additional attorney employment. Please include the information on the continuation page.

28. As a licensed attorney, have you been entitled to practice continuously in each of the jurisdictions and before each court listed in response to question no. 26 to which you were admitted, from the date that you first became admitted until the present date? Yes No

29. Have any charges of professional misconduct ever been filed against you since the filing of your last application? Yes No

- a. Have you since the filing of your last application resigned as a member of any bar? Yes No
- b. Have you since the filing of your last application been reprimanded, censured, suspended, or disbarred (including informal admonishments) for professional misconduct? Yes No
- a. Are there any charges for professional misconduct presently pending against you? Yes No

30. Have you ever been denied admission or permission to sit for an examination, in any jurisdiction, including Pennsylvania, for character and fitness reasons? Yes No

31. Have you ever been required to appear at a character and fitness hearing to determine your fitness to practice law in any jurisdiction, including Pennsylvania? Yes No



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Continuation Page

(Please refer to question number when providing additional information.)

NOTE: This page must be returned with your application, regardless if it is used or unused.
ATTACH AND NUMBER ADDITIONAL CONTINUATION PAGES AS NEEDED.



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32. Provide a detailed (typed) explanation, in the space provide below, (use page no. 6 for continuation), regarding why you allowed your *Certificate Recommending Admission to the Bar of the Commonwealth of Pennsylvania* to expire.

33. Carefully read the following statement and sign and date in the space provided below.

I hereby acknowledge that this *Supplemental Application for Character and Fitness Determination* is a continuing application, and that I have an obligation to keep my responses to the questions current, complete and correct by filing timely amendments until the date of my admission to the bar of the Commonwealth of Pennsylvania. I understand that an amendment is considered timely when made no later than 10 days after any occurrence that would change, or render incomplete, any answer on my bar application.

I verify that the statements of facts made by me in this application are true and correct, and that they are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities. I further verify that I have not omitted any facts or matters pertinent to this application.

Signature _____

Date _____

Pennsylvania Board of Law Examiners
 601 Commonwealth Ave., Suite 3600
 P.O. Box 62535
 Harrisburg, PA 17106-2535



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 Fax (717) 231-3351
 www.pabarexam.org

Verification of Application Forms

In the column provided for applicant use, indicate only documentation that you are submitting to the board office with your application. On the second page of this form, you must complete all sections marked A, B, and C. **Please submit all documentation in the order listed below.**

B.O. USE	APPLICANT USE	I (name) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. _____ AM RETURNING THE FOLLOWING DOCUMENTS (in the order listed below):
		* Certified check, cashier's check, law firm check, corporate check or money order in the amount of \$325.00 made payable to "Pennsylvania Board of Law Examiners"
		* One completed, signed and dated <i>Verification of Application Forms</i> (this form)
		* One completed, original, typed and signed application (page nos. 1 - 7) Note: Page no. 7 must be signed and dated
		* One completed, signed, dated and notarized <i>Authorization and Release (A&R)</i>
	[if applicable]	One original (less than 90 days old) Certificate of Good Standing for each jurisdiction in which you have been admitted
	[if applicable]	One completed, signed and dated <i>Attorney Personal Disclaimer</i> form (for attorneys employed in a legal capacity located in the commonwealth of Pennsylvania)
		Driving record(s) and/or personal verification(s)
	[if applicable]	Criminal history record(s) and/or personal verification(s)

NOTE: The above-listed items that are marked with an asterisk (*) must be completed and returned with your *Supplemental Application for Character and Fitness Determination*; otherwise, your application may be returned in its entirety.

(Attach additional pages as needed)

The information requested in Sections A, B and C **must** be completed, signed, dated and returned with your application.

(A) Please list every state and country (permanent or temporary) in which you have lived, worked, attended school or served in the military since the filing of your last application:

(1) For MORE than six months (cumulative): _____

AND

(2) For LESS than six months (cumulative): _____

AND

(3) For MORE than six months since the filing of your last application:

AND

(B) Please list every state and country in which you were arrested, charged, cited, accused or prosecuted in, but did not live, work, attend school or serve in the military for more than six months since the filing of your last application:

Note: Each state and country listed requires a criminal history or personal verification. Additionally, if the arrest was for Driving Under the Influence (DUI) or any serious traffic violation (i.e.; fleeing the scene of an accident, homicide by vehicle, fleeing and eluding police, excessive speed (100+ mph), etc.), you must submit a driving record for that state.

AND

(C) Please list every state and country in which you were issued a driver's license: _____

Note: Each state or country listed requires a driving record and/or personal verification form.

REAPPLICANTS: criminal history and/or driving records that were submitted with a previous application for a state in which you lived, worked, attended school, or served in the military for six months or more (cumulative) are valid for 2 years from the date of issue. Reapplicants are not required to resubmit a new record if the document you previously submitted is valid, and there have been no changes. Additionally, reapplicants are not required to resubmit a new record if you have not revisited that state since you last submitted the required documentation.

This information is **required** and will be used by staff to assist in conducting the character and fitness investigation.

Applicant's Signature

Date

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601 Commonwealth Ave., Suite 3600
P.O. Box 62535
Harrisburg, PA 17106-2535



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Authorization and Release

I, (Name) _____, born in (City) _____,
(State) _____, (Country) _____ on (Date) _____, having filed a
Supplemental Application for Character and Fitness Determination, consent to have an investigation made as to my moral
character, professional reputation, and fitness for the practice of law and have such information, as may be available regarding the
same, reported to the Pennsylvania Board of Law Examiners. I agree to provide any further information, which may be required
concerning my past record. I understand that the contents of my character and fitness investigation are confidential and that I will not
receive, and am not entitled to, a copy of the investigation or to know its contents. I further understand that the contents are
privileged.

I also authorize and request every person, firm, company, corporation, governmental agency, law enforcement agency, court,
association, educational and/or other institution having control of any documents, records, and other information pertaining to me, to
furnish to the Pennsylvania Board of Law Examiners any such information, including documents, records, bar association files
regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data. I also permit the
Pennsylvania Board of Law Examiners or any of its agents or representatives to inspect and make copies of such documents, records
or other information, and on its own volition or in response to an inquiry from any agency of the Supreme Court of Pennsylvania or of
any other jurisdiction at any time in the future, to furnish to such agency information, documents, or records contained in my file.

I authorize and direct any consumer-reporting agency to furnish a copy of my credit report to the Pennsylvania Board of Law
Examiners for the purpose of conducting a character and fitness investigation.

I hereby release, discharge, and exonerate the Pennsylvania Board of Law Examiners, its agents and representatives, and any person
so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such
documents, records, and other information, or the investigation made by or on behalf of the Pennsylvania Board of Law Examiners.

State of _____

County of _____

Subscribed and sworn to or affirmed before me this

_____ day of _____, 20____.

Notary Public

My commission expires _____

Seal or stamp must be affixed

Signature of Applicant

Last 4 digits of your Social Security Number

Street Address

City, State, Zip Code

Home Telephone Number (required)

Business or Cellular Telephone Number (optional)

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Electronic Application Verification

I hereby acknowledge that this Supplemental Application for Character and Fitness Determination is a continuing application, and that I have an obligation to keep my responses to the questions current, complete and correct by filing timely amendments until the date of my admission to the bar of the Commonwealth of Pennsylvania. I understand that an amendment is considered timely when made no later than 10 days after any occurrence that would change, or render incomplete, any answer on my bar application.

I understand that the following **initiating documents** must be submitted to the board office in order to activate my submitted electronic application:

1. One completed, signed and dated *Authorization and Release*;
2. **A certified check, cashier's check, law firm check, corporate check or money order for the total of all appropriate fee amounts made payable to "PA Board of Law Examiners." Personal checks will not be accepted.**

Mail all documents and correspondence to:

Mailing Address Via Postal Service
(Certified/First Class/Priority/Express Mail)
Pennsylvania Board of Law Examiners
PA Judicial Center
601 Commonwealth Ave., Suite 3600
P.O. Box 62535
Harrisburg, PA 17106-2535

Physical Address
(Overnight Deliveries via DHL, FedEx, UPS, etc.)
Pennsylvania Board of Law Examiners
PA Judicial Center
601 Commonwealth Ave., Suite 3600
Harrisburg, PA 17120-0901

I verify that the statements of facts made by me in this application are true and correct, and that they are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities. I further verify that I have not omitted any facts or matters pertinent to my Supplemental Application.

Signature: _____

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***Amendment to Supplemental Application for
Character and Fitness Determination***

Please retain this original and make photocopies as needed to amend your application. This form can be legibly handwritten or typed. This form should be submitted each time you submit supplemental character and fitness documentation and/or each time you amend your application. Please submit only one form for reporting multiple amendments at the same time. Please annotate "Supplemental Application" in the upper right corner of all documentation submitted.

Print or type your name: _____

Last 4 digits of your Social Security Number: _____

I understand my continuing obligation to report changes to my application in writing, immediately (and not later than 10 days) upon each occurrence. For this reason, the following additional information is provided to amend the application currently pending with the Pennsylvania Board of Law Examiners.

This amendment applies to Question Number(s) _____
of my application.

Applicant's signature: _____

Date: _____

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Personal Verification of Driving Record Information

Please complete this form in accordance with the instructions for Driving Records. This form may be typed or legibly printed.

Name: _____

Last 4 digits of your Social Security Number: _____

For foreign countries:

[] I certify that I held a driver's license in the country of _____,
from _____ to _____.

I verify that the statements of fact made by me in this personal verification are true and correct and that they are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities. I further verify that I have not omitted any facts or matters pertinent to the requirements for submitting the driving record. The verification is being submitted with my application as required according to the application instructions in lieu of submitting an original driving record.

Applicant's Signature: _____

Date: _____



Personal Verification of Criminal History Information

This form is to be used only for United States jurisdictions that do not release criminal history records and/or for foreign countries. Please complete this form in accordance with the instructions for Criminal History Records. This form may be typed or legibly printed. You may submit one form for all jurisdictions.

Name: _____

Last 4 digits of your Social Security Number: _____

For United States jurisdictions: (Valid only for: AZ, CA, LA, MS, NC, TN, and VT)

I certify that, according to the *Criminal History Record Repositories* form, the following state(s) does not provide clearance to obtain my criminal history record information:

AND

I further certify that I **do not** have a criminal record in the state(s) listed above.

OR

I further certify that I **do** have a criminal record in _____, and that I have provided a detailed explanation of the circumstances on my application, and have provided copies of all documentation.

For foreign countries:

I certify that I **do not** have a criminal history record in the following country/countries:

AND/OR

I certify that I **do** have a criminal record in _____, and that I have provided a detailed explanation of the circumstances on my application, and have provided copies of all documentation.

I verify that the statements of fact made by me in this personal verification are true and correct, and that they are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities. I further verify that I have not omitted any facts or matters pertinent to the requirements for submitting the criminal history record. The verification is being submitted with my application as required according to the application instructions in lieu of submitting a criminal history record.

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Attorney Personal Disclaimer

(for attorneys licensed in other jurisdictions employed in a legal capacity
in the commonwealth of Pennsylvania)

I, (your name) _____, a licensed attorney in the jurisdiction(s) of _____, am currently employed in a legal capacity by a law firm, corporation or other organization located within the commonwealth of Pennsylvania. I certify that I have not been engaged in the practice of law in Pennsylvania and have not held myself out as a practicing Pennsylvania attorney available for engagement during my employment in a Pennsylvania office. I do not have a professional telephone listing, business card or other indicia from which one might infer that I am available for engagement to practice law in Pennsylvania. I understand the severe penalties that may be incurred for any individual that engages in the unauthorized practice of law in Pennsylvania.

In accordance with the instructions for question no. 27:

_____ I have attached a detailed list of my daily duties while employed in a legal capacity in the commonwealth of Pennsylvania;

AND

_____ I have attached a letter from my supervisor, on company letterhead, with a detailed list of my daily duties while employed in a legal capacity in the commonwealth of Pennsylvania. Additionally, if available, please attach a written job description.

I verify that the statements of fact made by me in this personal disclaimer are true and correct and that they are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities. I further verify that I have not omitted any facts or matters pertinent to this disclaimer.

Applicant's signature: _____

Date: _____