

Application Help Topics

[Close Window](#)[Print this selection](#)

Navigating the Help

Understanding Help Features

The Application Help System provides definitions for page links and fields, as well as instructions for viewing or entering data.

The Application Help is displayed in a two-pane window. The left pane lists page topics and help topic links, while the right pane displays the help text for the item selected within the left pane.

Expanding or Collapsing Page Topics

To expand a page topic, click the plus sign (+) in front of the page topic name.

To collapse a page topic, click the minus sign (-) in front of the page topic name.

Viewing Page and Help Topics

To view the help topics for a page, you must expand the page's topics by clicking the plus sign (+) in front of the page topic name. The page's help topic links display.

Click the desired link to view the help text within the right pane.

Viewing Help Text

To view help text within the right pane of the help window, click the desired help topic link within the left pane.

Introduction

Suspended or Disbarred Attorneys

Attorneys who are currently suspended or disbarred from any jurisdiction cannot apply (see Pa.B.A.R. 203 (a) (3)).

For your convenience, we have cited Pa.B.A.R. 203 (a) (3) below:

"Presentation of a certificate of good standing from the highest court or the agency having jurisdiction over admission to the bar and the practice of law in every state or jurisdiction in which the applicant has been admitted to practice law, stating that the applicant is in good professional standing at the bar of such court or state. An applicant who is disbarred or suspended for disciplinary reasons from the practice of law in another jurisdiction at the time of filing an application for permission to sit for the bar exam shall not be eligible to sit for the bar exam."

Instructions Link

Each page of the Pennsylvania Bar Examiner's Online Bar Application includes an Instructions link in the upper left portion of the screen. Clicking this link will open the Help topic that provides instructions for the portion of the application that you are completing.

Bar Exam Date

This online bar application only refers to the Bar Examination being offered on the date that is displayed in the upper right corner of the Title Banner on this page (i.e., 0709 is July 2009, 0210 is February 2010, etc.).

Purge Data Notice

Important Notice:

Rule 203 and 205 online bar applications that are not submitted to the Board office prior to the close of the application period will be purged.

For reapplicants, only data added during the most recent application will be purged in this case.

Answering Questions

Answering Questions Overview

Important Note: 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.

Some of the questions within this application require you to enter a date or date range (dates of residency or dates of employment, for example). If you are unsure of exact dates, provide the first date of the month. (EXAMPLE: You started a job in February 1998, but cannot remember the exact date. You should enter 02/01/1998 as your begin date for this job.)

Some of the questions within this application require that you list information (such as states in which you have resided), while most of the questions require a Yes or No response.

If you respond "No" to a question, simply click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you respond "Yes" to a question, you will be required to provide additional information. You will notice that after you click "Yes," more instructions will display at the bottom of the page. Please read these instructions carefully and enter the additional information by clicking Add New (below the grid).

Note: If you respond "Yes" to a question and you are required to provide explanations for multiple incidents, please provide a separate explanation for each incident.

When you click Add New, an entry window opens. Enter the necessary information or explanation and click Save.

Note Concerning Explanations: You have approximately 2,000 characters (including spaces) to complete an explanation. Please be complete, but CONCISE when entering your explanations.

After you click Save, the page refreshes and your entry will display within the grid. To continue adding entries, click Add New again and repeat the previous steps.

Providing Additional Information

When you respond "Yes" to a question, you will be required to provide additional information. To provide additional information, click Add New (located below the grid).

When you click Add New, an entry window opens. Enter the required information and click Save.

Note Concerning Explanations: You must provide one explanation entry per incident. Do not attempt to explain multiple incidents in one explanation entry.

After you click Save, the page refreshes and your entry will display within the grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished providing additional information, click Save and Continue to continue to the next page.

Editing Entries

You can edit current entries within the grid by clicking Edit on the desired row. When you click Edit, the entry window displays for that entry. Change the necessary information and click Save.

After you click Save, the page refreshes and your edited entry will display within the grid. Entries added on previous applications may not be edited.

Deleting Entries

You can delete current entries within the grid by clicking Delete on the desired row. When you click Delete, a message displays asking if you are sure that you want to delete this entry. Click OK to delete this entry or click Cancel to cancel your delete request.

Note: If you click OK, after the page refreshes, the entry will be removed from the grid. Entries added on previous applications may not be deleted.

Viewing Entries

Note: You can only view entries within the Employment History section of this application.

You can view existing employment history entries by clicking View on the desired row within the grid. When you click View, the Employment History window for that entry displays.

When you are finished viewing the information, click Close Window to return to the Employment History page.

Adding to Lists

For questions that require you to list states or countries, select the state/country in the drop-down list and click Add to List. The entry displays in the grid below. Repeat these steps to add the necessary states or countries.

Removing Items from Lists

To remove items from a grid, select the item within the grid and click Remove Item.

Note: You cannot remove items that were added on previous applications.

Clearing Lists

To remove all the items within a grid, click Clear List.

Note: You cannot clear items that were added on previous applications.

Saving Your Application

To save your answer to the current question and move to the next page, click Save and Continue.

To save your answer and exit the application, click Save and Return to Home Page. You will be prompted to confirm that you would like to exit the application. Click OK and you will be returned to the Home Page. You may then click Log Out in the upper right hand corner of the screen.

Navigating through the Online Bar Application

Accessing Your Online Application

After you log in for the first time and click the Bar Application link, the Online Bar Application Search page displays. Enter your Last Name, Date of Birth, and Social Security Number, then click Search.

All subsequent logins will bypass the Application Search page and the online bar application will automatically open to the page you were viewing before you saved and exited your application.

Moving to the Next Page

Note: Since the online bar application is designed to display questions in a specific order, you cannot view the next question until after you complete the current question in its entirety.

To move to the next page of the online bar application, you must answer the current question, and then click Save and Continue.

Reminder: Even though you cannot view upcoming questions within the application, you can view the instructions for any question within the Help/Instructions window and you can print the help by clicking the "Print this selection" link within the Help window.

Reviewing Previous Pages

Note: You cannot navigate to completed pages within the online bar application by clicking the Back button on your web browser. Clicking the Back button on the web browser will simply refresh the current page.

To review completed questions within your application, point your mouse to the Application Menu option within the menu bar at the top of the page and click the desired page on the right. You can navigate to any question that has a checkmark, indicating that you have completed it.

Understanding the Checklist

Reviewing the Checklist

The application checklist is a tool that will assist you in knowing what documents need to be submitted to the Pennsylvania Board of Law Examiners and at what time. The checklist will be divided into three sections: Initiating Documents, Supplemental Documents and Third-Party Documents. The checklist items will build based on several factors, including applicant rule type and your responses to the application questions.

You may periodically view the checklist by pointing your mouse to the Forms menu option and clicking Checklist. You should print a copy of the checklist after you have answered all application questions. You may print the checklist before or after you submit.

Submitting Initiating Documents

Initiating Documents must be submitted to the Board office in order for your submitted online bar application to be accepted. In addition, it is the postmark date of your initiating documents that

determines your fee.

To determine the initiating documents that you are required to send, print your checklist. To print the checklist, point your mouse to the Forms menu option and click Checklist. Then click the Print button at the top or bottom of the Checklist window.

Submitting Supplemental Documents

Supplemental documents are documents you are required to submit based on your responses to the questions on the online bar application. Supplemental documents do not need to be submitted with your initiating documents.

To determine the supplemental documents that you are required to send, print your checklist. To print the checklist, point your mouse to the Forms menu option and click Checklist. Then click the Print button at the top or bottom of the Checklist window.

Note: Reapplicants should follow the special instructions with regard to the submission of supplemental documents.

Submitting Third-party Documents

Third-party documents are authenticated documents that you must obtain from a third party. In some cases, personal verification forms may substitute where authenticated documents do not exist or are unobtainable. Third-party documents do not need to be submitted with your initiating documents.

To determine the third-party documents that you are required to send, print your checklist. To print the checklist, point your mouse to the Forms menu option and click Checklist. Then click the Print button at the top or bottom of the Checklist window.

Note: Reapplicants should follow the special instructions with regard to the submission of third-party documents.

Printing the Checklist

To print the checklist, point your mouse to the Forms menu option and click Checklist. Then click the Print button at the top or bottom of the Checklist window.

Accessing the Board Office's Website

Visiting the Home Page

From within the online bar application, you can access the Pennsylvania Board of Law Examiners' Home Page by clicking the Pennsylvania Board of Law Examiners' Logo (at the top left side of each page) or by clicking the PABLE Home option within the menu bar. The Pennsylvania Board of Law Examiners' Home Page will display in a separate window.

Using the Application Menu

Reviewing Completed Pages

Note: You cannot navigate to completed pages within the online bar application by clicking the Back button on your web browser. Clicking the Back button on the web browser will simply refresh the current page.

To review completed questions within your application, point your mouse to the Application Menu option

within the menu bar at the top of the page and select the desired page on the right. You can navigate to any question that has a checkmark, indicating that you have completed it.

Printing Forms

Printing the Online Bar Application

To print your online bar application, point your mouse to the Forms menu option within the menu bar (at the top of the page) and click Application. The application displays in an Adobe Reader window. A print button will be available.

Printing the Checklist

To print the checklist for your online bar application, point your mouse to the Forms menu option within the menu bar (at the top of the page) and click Checklist. Then click the Print button at the top or bottom of the Checklist window.

Printing Other Forms

To print supplemental forms for your online bar application (as needed), point your mouse to the Forms menu option within the menu bar (at the top of the page) and select Other Forms. Select the desired form from the list that displays on the right.

Reviewing Deadlines and Fees

Viewing Deadlines and Fees

A schedule of deadlines and fees is available at www.pabarexam.org. You should review this schedule to ensure you understand the requirements for submitting applications and fees to the Pennsylvania Board of Law Examiners.

Contacting the Board Office

Reviewing Board Office Contacts

Click the Contacts menu option within the menu bar (at the top of the page). A separate window opens to the Pennsylvania Board of Law Examiners' "Contact Us" web page.

Corresponding with the Board Office

IMPORTANT NOTICE: All correspondences, regardless of the addressee, must be mailed to the Board office address for distribution. Non-routine correspondences should be addressed to Mark S. Dows, 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.

The Board office's addresses are

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

and

**Physical Address
(Overnight Delivery via DHL, FedEx, Ups, etc)**

Pennsylvania Board of Law Examiners
601 Commonwealth Ave., Suite 3600
Harrisburg, PA 17120-0901

Phone: 717-231-3350 Fax: 717-231-3351

Emailing Website/Online Application Problems

If you experience any technical problems while using the online bar application, click the Contact Us link within the footer bar (bottom) of each page.

When the Contacting Us page displays, click Contact Webmaster. Your email program will open a new email message. Enter your comments, including a detailed description of the problem or error received, and click Send.

Providing Application Feedback

Submitting Comments

To provide feedback about your experience using the Pennsylvania Board of Law Examiners' Online Bar Application, click the Feedback option within the menu bar (at the top of each page).

Printing Application Help

Printing the Help

To print the instructions for the entire Online Bar Application, click the Help option within the menu bar (at the top of each page). Select the "PABLE 203/205" link in the upper left, and the entire help will display on the right. Then click the "Print this selection" link.

Personal Information - Name/SSN/Date of Birth

Instructions - Name/SSN/Date of Birth

The Social Security Number (SSN), Last Name, and Date of Birth that you entered on the Online Bar Application Search page are displayed in the appropriate fields on this page and may not be changed.

Please enter the additional personal information, as follows:

LSAC (Law School Admission Council) Number.

Name:

Please enter your First Name, Middle Name, and Generation. The Generation drop-down list includes Jr., Sr., II, etc.

Enter 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.

Important Note: If your name will change prior to the release of results because of marriage or divorce, you must list your current name on the application, and submit an amendment form for your name change, including a copy of your marriage license, divorce decree or court order within 10 days after the change occurs.

If your name changes, you must notify the Board office in writing, within 10 days of each occurrence. Name changes will not be processed over the telephone and must be in writing (can be faxed to 717-231-3351).

State/Country of Birth:

Please select the state or country (if not United States) where you were born from the drop-down list.

When you are finished entering personal information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

REAPPLICANTS: If your name has changed since you last submitted an application, you must contact the Board office in order to have your name changed.

Personal Information - Other Names

Instructions - Other Names

Note: If you have been known by or used a different name, please answer "Yes" to this question. This question does not apply to the use of nicknames.

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" that you have been known by or used a different name, please complete a name entry for each name by which you have been known (starting with your birth name and moving forward to your current name).

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Other Names Entry window opens. Enter the First Name, Middle Name, and Last Name. If applicable, select a Generation (i.e., Jr., Sr, etc) from the drop-down list. Select the reason that you changed your name from the Name Change Reason drop-down list (such as Marriage, Divorce, Court Order, etc.) and click Save.

After the page refreshes, your name entry displays within the grid on the Personal Information – Other Names page. To continue adding name entries, click Add New again and repeat the previous steps.

When you are finished entering names, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

REAPPLICANTS: If your name has changed since you last submitted an application, you must contact the Board office in order to have your name changed.

Personal Information - Current Address

Instructions - Current Address

Please enter your current home address information (i.e., Address, City, State/Country, Zip Code or Postal Code, Begin Date); Home, Mobile and Work Phone Numbers (if applicable), selecting the primary phone number; and Email Address. Click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: If your current address includes a post office box, a street address must also be provided. Also, please include the Area Code for the Home, Mobile, and Work Phone Numbers. The Postal Code is required for countries.

Important Note: All communications from the Board office will be mailed to the current address listed within your online bar application. Your email address is considered a part of your confidential application and will not be released to anyone. If your address, telephone number and/or email address changes, you must notify the Board office in writing, within 10 days of each occurrence. Address, telephone number and/or email address changes will not be processed over the telephone and must be in writing (can be faxed to 717-231-3351).

Note for reapplicants: If your current address has changed since your last application, please click the [here link](#). Enter the End Date for the old current address and click Save. The Current Address fields will be cleared so you can enter your new current address information. The old current address will appear on the Prior Addresses page and cannot be edited. No other current address information may be changed that was entered on a prior application.

Personal Information - Prior Addresses

Instructions - Prior Addresses

Please enter your prior addresses. You must provide complete addresses, in reverse chronological order, for every residence that you have lived in for the past five years. Please include all addresses and/or temporary addresses (over 90 days) used for schooling, business, military, or for any other purpose. Include the time period that those addresses were used.

If complete address information is not available, you must at least enter "Unknown" in the Address 1 field and provide the city, state, zipcode/postal code and the length of time that each address was used.

Note: If any address includes a post office box, a street address must also be provided for that time period.

To add a prior address, click Add New. The Prior Addresses Entry window opens. Enter the Begin Date, End Date, Address, City, State/Country, and Zip Code or Postal Code (if not a U.S. state). When you have finished entering the necessary address information, click Save.

After the page refreshes, your prior address entry displays within the grid on the Personal Information – Prior Addresses page. To continue adding prior addresses, click Add New again and repeat the previous steps.

When you are finished entering prior addresses, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current prior address entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Personal Information - Residency

Instructions - Residency

Please list every state and country (permanent or temporary) in which you have lived, worked, attended school or served in the military for more than 6 months (cumulative) since the age of 16.

Select a state or country from the drop-down list and click Add to List. The entry displays in the grid below. Repeat these steps to add the necessary residency information.

To remove items, select the item in the grid and click Remove Item. To clear the entire list, click Clear List.

When you are finished entering residency information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You cannot remove items that were submitted on a prior application.

Official Records - Criminal Records

Instructions - Criminal Records

Please select every state and country in which you were arrested, charged, cited, accused or prosecuted in, but DID NOT LIVE, work, attend school or serve within the military for more than 6 months.

Select a state or country from the drop-down list and click Add to List. The entry displays in the grid below. Repeat these steps to add the necessary criminal records information.

To remove items, select the item in the grid and click Remove Item. To clear the entire list, click Clear List.

When you are finished entering criminal records information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You cannot remove items that were submitted on a prior application.

If you have no entries on this page, you are not required to submit criminal history records. Additionally, if you do have entries on this page and were arrested, charged, cited, accused or prosecuted for an offense, which resulted in a summary citation, you are not required to submit criminal history records.

However, if you have entries on this page and 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 have entries on this page, 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 website from that state. Criminal history records obtained from any other internet source will not be accepted.

Official Records - Driving Records

Instructions - Driving Records

Please select every state and country in which you were issued a driver's license.

Important Note: If you were arrested for Driving Under the Influence (DUI) or any serious traffic violation, but did not hold a driver's license from that state or country, you MUST select that state or country, as well. Scroll down to view a list of traffic violation examples.

Select a state or country from the drop-down list and click Add to List. The entry displays in the grid below. Repeat these steps to add the necessary driving records information.

If you held a Pennsylvania driver's license, enter the license number in the PA License Number field.

If you have never been issued a driver's license in any state, place a checkmark in the box labeled "Check this box if you have never been issued a driver's license."

To remove items, select the item in the grid and click Remove Item. To clear the entire list, click Clear List.

When you are finished entering driving records information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You cannot remove items that were submitted on a prior application.

Example of Serious Traffic Violations:

- Driving Under the Influence
- Fleeing the Scene of an Accident
- Homicide by Vehicle
- Fleeing and Eluding the Police
- Excessive Speed (100+mph)

IMPORTANT NOTE CONCERNING DRIVING RECORDS: You must provide an original driving record (copies will not be accepted) 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.).

The information on the repository list may have changed since the last update.

For out-of-country records, complete the Personal Verification of Driving Record Information form. Note: Form enclosed (make copies as needed). You are not required to provide driving records from foreign countries.

Refer to the Driving Record Repositories list to determine the fee and how to obtain a record. Driving records may be obtained via the internet provided they are from the state's Department of Motor Vehicles official website. Driving records obtained from any other internet source will not be accepted.

Legal Education - Juris Doctorate

Instructions - Juris Doctorate

Please provide the name and the dates of attendance of the law school from which you have or will receive your J.D. degree.

To select the law school, click the arrow in the Graduating Law School Name drop-down list and scroll down to select the law school. The address of the selected law school will display in the box below.

Enter the Begin and End Dates of attendance and click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

NOTE FOR GRADUATES OF FOREIGN LAW SCHOOLS: You must provide a certified transcript showing

the completion of the required 30 credit hours from an American Bar Association (ABA) approved law school before permission to sit for the bar examination can be granted (see Pa.B.A.R. 205).

Note: Entries added on previous applications may not be edited or deleted.

Legal Education - Other Law Schools

Instructions - Other Law Schools

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" that you attended more than one law school, you must provide the name and dates of attendance for the additional law school(s).

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Other Law Schools Entry window opens. Select the law school, enter the Begin and End dates, and click Save.

After the page refreshes, your law school entry displays within the grid. To continue adding law school entries, click Add New again and repeat the previous steps.

When you are finished entering law schools, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Bar Related - Other Bar Applications

Instructions - Other Bar Applications

Please list 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. This includes previous Pennsylvania applications, but excludes this application.

If you are not yet admitted, you must indicate the status of your application, such as pending, denied, etc. If you were denied admission to practice law in any state and/or country, you must give a detailed explanation at the end of this application on the Miscellaneous – Issues page. For this reason, do not list your status as "denied" if you were unsuccessful on a bar examination. Instead, you should list your status as "unsuccessful."

To enter Other Bar Applications information, click Add New (below the grid).

When you click Add New, the Other Bar Applications Entry window opens. Select a Jurisdiction and Application By (i.e., Examination or Motion) from the drop-down lists. If you are or were a licensed attorney in another jurisdiction and, if you applied to, or were admitted as, a special status such as temporary admission, pro hac vice, in-house counsel, etc., select Motion from the drop-down.

Enter the Application Date and select the Result (i.e., Unsuccessful, Denied, Withdrawn, Admitted, or Pending) from the drop-down list. If applicable, enter the Admission Date and State Bar Number, and then click Save.

After the page refreshes, your other bar application entry displays within the grid on this page. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering other bar applications information, click Save and Continue to move to

the next page or click Save and Return to Home Page to save your work and return to it later.

You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Important Note: You must provide original Certificates 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 certificates should be sent to the Board office after you submit this application, and must be less than 90 days old when received in the Board office. Certificates of Good Standing from bar associations or boards of bar examiners are NOT acceptable.

NOTE FOR GRADUATES OF FOREIGN LAW SCHOOLS: You must provide proof of admission to the bar of a foreign country and a Certificate of Good Standing from that country (officially translated to English) before permission to sit for the bar examination can be granted (see Pa.B.A.R. 205).

NOTE FOR ATTORNEYS ADMITTED IN FEDERAL AND DISTRICT COURTS OR AGENCIES: Every Federal and District Court or agency is not listed in the drop-down list for this question. If you are admitted as an attorney in a Federal or District Court or agency, please select "Federal" from the drop-down list (displayed under Wyoming). Additional information concerning admission in federal and district courts or agencies should be recorded under the Miscellaneous - Issues question at the end of this application.

Attorney Related - Continual Practice

Instructions - Continual Practice

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" 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.

Please provide a separate explanation for each period of denial to practice or regarding your inactive or disability status. Additionally, you must send the Board office a copy of the court order(s) and/or rule(s) regarding this status.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Continual Practice Entry window opens. Enter the explanation (including the begin and end dates and the reasons for the denial of practice or inactive or disability status) and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering attorney related continual practice information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Attorney Related - Professional Misconduct

Instructions - Professional Misconduct

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances. Please provide a separate explanation for each charge of professional misconduct. Additionally, you must send the Board office copies of all documentation regarding the circumstances.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Professional Misconduct Entry window opens. Enter the explanation including the circumstances and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering attorney related professional misconduct information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Attorney Related - Resigned Bar

Instructions - Resigned Bar Membership

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances. Please provide a separate explanation for each resignation. Additionally, you must send the Board office copies of all documentation regarding the circumstances.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Resigned Bar Membership Entry window opens. Enter the explanation including the circumstances and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering attorney related resigned bar membership information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Attorney Related - Reprimand

Instructions - Reprimand

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances. Please provide a separate explanation for each reprimand, censure, suspension, informal admonishment or disbarment for professional conduct. Additionally, you must send the Board office copies of all documentation regarding the circumstances.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Reprimand Entry window opens. Enter the explanation including the circumstances and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering attorney related reprimand information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Attorney Related - Pending Professional Misconduct

Instructions - Pending Professional Misconduct

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances. Please provide a separate explanation for each charge of professional misconduct pending against you. Additionally, you must send the Board office copies of all documentation regarding the circumstances.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Pending Professional Misconduct Entry window opens. Enter the explanation including the circumstances and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering attorney related pending professional misconduct information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Employment - Employment History

Instructions - Employment History

Please 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, in the last five years, regardless of compensation. You must provide a complete address for your actual (geographical) place of employment.

Note: Do not include law school programs involving supervised classroom internships for which you received academic credit.

To enter Employment History information, click Add New (below the grid).

When you click Add New, the Employment History Entry window opens. Enter a Begin Date, End Date, and Employer Name. If you have several current employers and this is the Primary Employer, enter a checkmark in the primary employer check box. Otherwise, leave this check box blank.

Enter the employer's address (including City, State, Zip Code or Postal Code). Enter your Position Title, Supervisor's Name, and select a Reason for Separation (i.e., Disability, Reduction in Force, Resigned, Terminated, etc.) if you are no longer employed there. This field should be left blank if still employed.

If the employment was not in a legal capacity, click No next to Licensed Attorney and click Save.

If you were employed as a licensed attorney and/or engaged in private practice, click Yes next to Licensed Attorney. A Duties or Practice box will then display. You have 120 characters to describe your duties or practice, so please be brief. This is not meant to be a full job description. Entries such as "Corporate counsel," "Family law," "Private practice," etc. are examples of entries that are expected. Then click Save.

INCLUDE ALL EMPLOYMENT WHERE YOU WERE EMPLOYED AS A LICENSED ATTORNEY, REGARDLESS OF WHEN IT TOOK PLACE.

After the page refreshes, your employment entry displays within the grid on this page. To continue adding employment entries, click Add New again and repeat the previous steps.

When you are finished entering employment history information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit, delete, or view current entries by clicking Edit, Delete, or View on the desired row within the grid. Entries added on previous applications may not be deleted. The End Date, primary employment check box, and Separation Reason are the only fields that may be edited for entries added on previous applications.

Employment - Performance

Instructions - Performance

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must enter a detailed explanation of each incident including the date, name, address and position of the person(s) who made the statements to you, the circumstances, and the outcome.

Note: This question does not include information regarding minor constructive criticism that is typical and to be expected when training as an employee.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the necessary explanation by clicking Add New (below the grid).

When you click Add New, the Performance Entry window opens. Enter the performance explanation

including the date, name, address and position of the person(s) who made the statements to you, the circumstances, and the outcome. Click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your performance entry displays within the Explanation grid. To continue adding performance entries, click Add New again and repeat the previous steps.

When you are finished entering employment performance information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Employment - Termination

Instructions - Termination

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must enter a detailed explanation of the circumstances.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information for each incident by clicking Add New (below the grid).

When you click Add New, the Termination Entry window opens. Enter the termination explanation including the circumstances and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your termination entry displays within the Explanation grid. To continue adding termination entries, click Add New again and repeat the previous steps.

When you are finished entering employment termination information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Exam Related - Accommodations

Instructions - Accommodations (NTA)

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you are unsure of how to answer this question, click "Yes" to view additional information about Nonstandard Testing Accommodations (NTA).

To view additional information and/or the Board's NTA forms, click the "here" link. To review the Americans with Disabilities Act, click "ADA". When you click these links, a separate window opens with the appropriate information.

Reminder: After you are finished viewing the above information, if you do not require NTA, change your answer to "No".

Note concerning Medical Conditions, Food, Beverages and Seat Cushions: You are permitted to bring medication, food and beverages into the examination room, regardless of whether you are receiving NTA. Completion of an NTA application is not required to have medication, food or beverage during the administration of the examination. HOWEVER, if you have a medical condition such as diabetes, heart disease, epilepsy, pregnancy, and/or any other condition that might require emergency medical attention or a special seating location during the examination, you MUST complete and submit the Medical Alert Notification form. This form may be obtained by contacting the Board office at 717-231-3350. Please include your name, nature of the condition, and specific instructions to be followed, such as name of doctor, special medications, any persons to be contacted (including contact telephone numbers), etc., in the event that an emergency arises during the bar examination. IT IS YOUR SOLE RESPONSIBILITY TO COMPLETE AND SUBMIT THE MEDICAL ALERT NOTIFICATION FORM. Additionally, although the seats are padded, you are permitted to bring a lumbar support and/or seat cushion to use at your discretion.

After answering "No" that you do not require NTA, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note concerning NTA: If you need to request NTA for a physical or learning disability, you must complete the NTA application and send it to the Board office, as applicable. Incomplete applications will be returned in their entirety. Please carefully read the detailed instructions regarding NTA, as they outline and provide details about the steps that must be followed in order for your request to be evaluated. An application that is incomplete, or otherwise not filed in accordance with the NTA instructions, will be returned via USPS, regular mail.

If your NTA application is returned to you for any reason, you must resubmit the NTA application in accordance with the appropriate filing deadlines and fees (see Fee Schedule). You must submit any applicable late filing fee with the resubmission of your NTA application if you do not meet the timely filing deadline. There will be no exceptions made to the filing deadlines and/or filing fees. Therefore, if your NTA application is incomplete and returned to you for any reason, you are still required to meet the final filing deadline; otherwise, you will not be permitted to sit for the bar examination with NTA. Please note that the Board office is not responsible for ensuring that incomplete applications are received by the applicant, and/or the length of time that it takes for the USPS to return an application.

If you have an emergency medical condition that arises after the final filing deadline, which requires the need for NTA, you are required to contact the Board office immediately and ask to speak to the NTA administrator. The NTA administrator will direct you to complete either an NTA application or Medical Alert Notification, which must be filed in accordance with the applicable instructions, and must be received in the Board office within five days of the diagnosis. The emergency request must be accompanied by all documentation, as required in accordance with the application instructions, and must include the date the disability first manifested itself. The decision of the Board with respect to emergency requests for NTA will be made by the Executive Director and shall be communicated to the applicant as soon as a decision is made. The decision of the Executive Director is final.

If you require NTA, answer "Yes" and click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Exam Related - Computer Based Testing

Instructions - Computer Based Testing (CBT)

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, additional CBT information will display at the bottom of this page.

To view detailed information on the CBT process, click CBT Information. Also, to apply for CBT, you must agree to the terms of the Computer Based Testing Acknowledgement (Relief of Responsibility Statement). To view this acknowledgement, click "here."

CBT Fee Information: If you answer "Yes" to this question, you must submit the required fee of \$100*

simultaneously with the filing fee to sit for the bar examination. The Computer Based Testing (CBT) fee is in addition to your application filing fee; however, the filing fee and CBT fee may be combined and submitted in one certified check, cashier's check, law firm check, corporate check, or money order. This nonrefundable fee covers software, technical support, ExamSoft site engineers, power and additional administrative costs.

Important Notice: Seating for computer-based testing (CBT) may be limited. Applications will be accepted on a first-come-first-served basis. If your request for CBT is not accepted, the \$100 fee will be automatically refunded to you, or you can elect to request CBT at another site, as available.

When you are finished viewing CBT information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

*NOTE: If your request for CBT is received after you have submitted your application and filing fee to sit for the bar examination, the late CBT fee is \$150. (See Fee Schedule.)

Exam Related - Location

Instructions - Location

Please select the test center location for your exam (i.e., Philadelphia area, Pittsburgh area, Harrisburg area*) and click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later. You will sit at the site that you select.

*Note: Harrisburg is only available for July exams.

To view additional test center location information, click the "here" link.

Exam Related - Multistate Bar Examination Transfer

Instructions - Multistate Bar Examination (MBE) Transfer

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must select the other jurisdiction in which you plan to sit concurrently with Pennsylvania. (NOTE: You must sit for the MBE in PA.)

After you click "Yes", additional instructions will display at the bottom of this page.

Select a state from the drop-down list and click Add to List. The entry displays in the list box below.

To remove the jurisdiction, select the jurisdiction from the list box and click Remove Item.

When you are finished entering the jurisdiction, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Identification - SSN Changes

Instructions - SSN Changes

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" that you have used or identified yourself by a different Social Security Number, you must provide a detailed explanation and include any documentation to support your explanation.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Social Security Number Changes Entry window opens. Enter the previous Social Security Number and the reason the number was changed and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your social security number change entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering social security number information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Identification - Citizenship

Instructions - Citizenship

Note: If you are an American citizen, answer "No" to this question.

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you are stating that you are NOT a citizen of the United States. If so, you must send the Board office copies of immigration documents (i.e., green card, etc.). Also, you must list the country of your citizenship and the status of your presence in this country. Please provide a separate entry for each country to which you claim citizenship.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Citizenship Entry window opens. Enter the country of citizenship and the status of your presence in this country and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your citizenship entry displays within the Explanation grid. To continue adding citizenship entries, click Add New again and repeat the previous steps.

When you are finished entering citizenship information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Military - Rejection

Instructions - Rejection

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must enter a detailed explanation of the circumstances and final disposition. You must also send the Board office all documentation, if available, to support your

explanation.

Reminder: Please provide the country's name if the rejection was not for the armed forces of the United States of America.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Rejection Entry window opens. Enter the military rejection explanation including the circumstances and final disposition and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your military rejection entry displays within the Explanation grid. To continue adding rejection entries, click Add New again and repeat the previous steps.

When you are finished entering military rejection information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Military - Service

Instructions - Service

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, please enter your dates of enlistment, commission, discharge, branch of service and serial number. Please provide a separate entry for each period of military service, even if you served within the same branch of service.

If you are currently an active duty member of the armed forces, please send the Board office a copy of your most recent Evaluation Report.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Service Entry window opens. Enter the military service period information including the beginning and ending dates of enlistment, commission, discharge, branch of service and serial number and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your military service entry displays within the Explanation grid. To continue adding service entries, click Add New again and repeat the previous steps.

When you are finished entering military service information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Military - Discharge

Instructions - Discharge

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, please enter a separate explanation for each military separation including the nature of the separation, type of discharge, and circumstances.

If you have ever been an active or reserve member of the armed services of the United States of America, and are now separated from such service, please send the Board office 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 or visit www.archives.gov/veterans/. If you are advised by the Military Personnel Records Center that no such document exists, furnish a copy of that letter.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Discharge Entry window opens. Enter the military discharge information including the nature of separation, type of discharge, and circumstances surrounding your release and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your military discharge entry displays within the Explanation grid. To continue adding military discharge entries, click Add New again and repeat the previous steps.

When you are finished entering military discharge information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Military - Complaints

Instructions - Complaints

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances and final disposition for each incident. You must also provide all documentation to the Board office, if available, to support your explanation.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Complaints Entry window opens. Enter the military complaint explanation including the circumstances and final disposition and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your military complaint entry displays within the Explanation grid. To continue adding military complaint entries, click Add New again and repeat the previous steps.

When you are finished entering military complaints information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Public Office - Offices Held

Instructions - Offices Held

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of each judicial or public office held. Your explanation should include the title, city, state, office held, and begin and end dates. Please provide a separate explanation for each office held.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Offices Held Entry window opens. Enter the office held explanation (including the title, city, state, office held, begin date, and end date) and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your office held entry displays within the Explanation grid. To continue adding offices held entries, click Add New again and repeat the previous steps.

When you are finished entering offices held information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Public Office - Misconduct

Instructions - Misconduct

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of each charge of misconduct filed against you. Please provide a separate explanation for each charge. Additionally, you must send the Board office copies of all documentation regarding the circumstance(s).

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Misconduct Entry window opens. Enter the misconduct explanation including details about the circumstances and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your misconduct entry displays within the Explanation grid. To continue adding public office misconduct entries, click Add New again and repeat the previous steps.

When you are finished entering public office misconduct information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Public Office - Resignation

Instructions - Resignation

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of each resignation from judicial or public office. Please provide a separate explanation for each resignation. Additionally, you must send the Board office copies of all documentation regarding the circumstance(s).

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Resignation Entry window opens. Enter the resignation explanation including details about the circumstances and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your resignation entry displays within the Explanation grid. To continue adding public office resignation entries, click Add New again and repeat the previous steps.

When you are finished entering public office resignation information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Public Office - Removed

Instructions - Removed

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of each reprimand, censure, suspension or removal from judicial or public office. Please provide a separate explanation for each incident. Additionally, you must send the Board office copies of all documentation regarding the circumstance(s).

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Removed Entry window opens. Enter the explanation including details about the circumstances and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering public office removed information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Public Office - Investigation

Instructions - Investigation

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of each incident of current investigation for judicial or official misconduct. Please provide a separate explanation for each incident. Additionally, you must send the Board office copies of all documentation regarding the circumstance(s).

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Investigation Entry window opens. Enter the investigation explanation including details about the circumstances and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your investigation entry displays within the Explanation grid. To continue adding investigation entries, click Add New again and repeat the previous steps.

When you are finished entering public office investigation information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Academic Records - Discipline

Instructions - Discipline

NOTE: DO NOT answer "Yes" to this question if the incident 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 or law school and were denied admission due to academic standing and/or financial limitations.

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of each incident including the date, place, nature of the offense, names of the authorities involved, disposition, and sanction(s). Please provide a separate explanation for each incident. Additionally, you must send the Board office documentation to support your explanation.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Discipline Entry window opens. Enter the discipline explanation including details about the circumstances and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your investigation entry displays within the Explanation grid. To continue adding academic records discipline entries, click Add New again and repeat the previous steps.

When you are finished entering academic records discipline information, click Save and Continue to

move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Documents - Altered or Falsified

Instructions - Altered or Falsified

Note: 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.

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

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, and the outcome of the action. Please provide a separate explanation for each incident. Additionally, you must send the Board office documentation, if available, to support your explanation.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Altered or Falsified Entry window opens. Enter the explanation (including the type of document, the date it was altered or falsified, names of the authorities involved, and the outcome of the action) and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering documents altered or falsified information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Criminal - Criminal History

Instructions - Criminal History

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances for each incident. AT A MINIMUM, you must include 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.

You must answer "Yes" 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) with your Supplemental Documents. 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 incident, 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 incident, 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.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and click Add New (below the grid).

When you click Add New, the Criminal History window opens. Enter an explanation and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your criminal history entry displays in the Explanation grid. To add another criminal history entry, click Add New again and repeat the previous steps.

Note: You can edit or delete current entries by clicking Edit or Delete for the desired entry in the grid. Entries added on previous applications may not be edited or deleted.

When you are finished entering criminal history information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

CRIMINAL HISTORY RECORDS: You must provide a certified criminal history record (copies will not be accepted) for the maximum number of years available, for each 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. If you were arrested, charged, cited, accused or prosecuted (does not include minor traffic violations) in a state that you did not reside in for six months or more, you must provide a certified criminal history record from that state. To obtain Pennsylvania criminal history records please visit the Pennsylvania State Police's website at www.psp.state.pa.us.

For out-of-state records, refer to the Criminal History Record Repositories list and contact the repository 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. Contact the criminal history record repositories as soon as possible, due to the length of time some states require to process such requests. If fingerprints are required, you should contact a law enforcement agency (i.e., local or state police, or federal agencies such as FBI, Federal Marshals, etc.) to make arrangements to have the fingerprint card completed. You should inform the law enforcement agency that you are required to obtain a criminal history record from another state because you are applying to take the Pennsylvania bar examination.

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 listing each 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. You are not required to provide criminal histories from foreign countries.

Note: The Personal Verification of Criminal History Information form is available through the Forms option of the menu bar.

Note: Criminal histories downloaded from the Internet that DO NOT meet the requirement of being obtained from a states' State Police website and WILL NOT be accepted. PATCH reports completed through the Pennsylvania State Police website at www.psp.state.pa.us will be accepted.

REAPPLICANTS: Criminal history 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 two years from the date of issue. Reapplicants are not required to resubmit a criminal history record if the document you previously submitted is valid, and there have been no changes to your criminal history record. Additionally, reapplicants 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.

Financial - Bankruptcy

Instructions - Bankruptcy

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances including the court in which such petition was filed, the date of filing, and the final disposition. Please provide a separate explanation for each incident. Additionally, you must send the Board office certified copies of the petition, schedules, objections, proofs of claims, and disposition.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Bankruptcy Entry window opens. Enter the discipline explanation including details about the circumstances and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your bankruptcy entry displays within the Explanation grid. To continue adding bankruptcy entries, click Add New again and repeat the previous steps.

When you are finished entering financial bankruptcy information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Financial - Past-due Accounts

Instructions - Past-due Accounts

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide the date that the obligation was incurred, the

amount borrowed, the amount paid, and the efforts that have been made to repay the obligation.

Please provide a separate explanation for each past-due account. Additionally, you must send the Board office copies of any agreements made with credit institutions outlining payment schedules.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Past-due Accounts Entry window opens. Enter the past-due accounts explanation including details about the obligation and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your past-due account entry displays within the Explanation grid. To continue adding past-due account entries, click Add New again and repeat the previous steps.

When you are finished entering financial past-due accounts information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Financial - Child or Spousal Support

Instructions - Child or Spousal Support

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide an explanation detailing this arrangement, indicating with whom the arrangement is made. Please provide a separate explanation for each order to pay child or spousal support. Additionally, you must send the Board office your payment history and the name and address of the agency where payments are made.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Child or Spousal Support Entry window opens. Enter the support explanation including details about the arrangement and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your support entry displays within the Explanation grid. To continue adding support entries, click Add New again and repeat the previous steps.

When you are finished entering financial child or spousal support information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Financial - Income Tax

Instructions - Income Tax

Note: This question DOES NOT include tax extensions, late filing, or returns not filed due to earned income being under the legally established income threshold.

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation regarding the type of income tax return and/or report that was not filed and the circumstances for not filing. Please provide a separate explanation for each income tax incident.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Income Tax Entry window opens. Enter the income tax explanation including details about the type of income tax return and the circumstances regarding your not filing it and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your income tax entry displays within the Explanation grid. To continue adding income tax entries, click Add New again and repeat the previous steps.

When you are finished entering financial income tax information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Financial -Fraud

Instructions - Fraud

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances. Please provide a separate explanation for each incident of fraud. Additionally, you must send the Board office copies of all relevant documentation regarding the circumstances and/or disposition.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Fraud Entry window opens. Enter the fraud explanation (including the date, circumstances of the investigation, the investigating authority, and the person or organization named as the wronged party) and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your fraud entry displays within the Explanation grid. To continue adding fraud entries, click Add New again and repeat the previous steps.

When you are finished entering financial fraud information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Licenses - Applications

Instructions - License Applications

Note: This question DOES NOT include applications for licenses that do not require proof of good character such as real estate agents, cosmetologists, dog licenses, etc.

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

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). Please provide a separate explanation for each permit or license application.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Applications Entry window opens. Enter the permit or license application explanation and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your permit or license application entry displays within the Explanation grid. To continue adding permit or license application entries, click Add New again and repeat the previous steps.

When you are finished entering licenses applications information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Licenses - Withdrawn, Denied, Revoked or Complaints

Instructions - Withdrawn/Denied/Revoked/Complaints

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation regarding the withdrawal, denial, revocation and/or voluntary surrender of your application, permit or license. Please provide a separate explanation for each incident. Additionally, you must send the Board office copies of all relevant documentation regarding the circumstances and/or disposition.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Withdrawn, Denied, Revoked or Complaints Entry window opens. Enter the explanation (including the permit/license type, jurisdiction of the permit/license, and the disposition of the incident) and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering licenses withdrawn, denied, revoked or complaints information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Court Related - Protection from Abuse

Instructions - Protection from Abuse (PFA)

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances including the dates that a protection from abuse, restraining or peace order was filed against you. Please provide a separate explanation for each PFA, restraining or peace order. Additionally, you must send the Board office copies of each document filed against you and all relevant documentation.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Protection From Abuse Entry window opens. Enter the explanation including the date of the order and the circumstances and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering court related protection from abuse information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Court Related - Civil Proceedings

Instructions - Civil Proceedings

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances, including the dates, courts and docket numbers for all civil proceedings. Please provide a separate explanation for each incident. Additionally, you must send the Board office copies of all relevant documentation. NOTE: This does not include divorce proceedings or minor motor vehicle accidents.

After you click "Yes", additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Civil Proceedings window opens. Enter the explanation (including the dates and circumstances for each incident in which you were named a party to any civil action or administrative proceeding) and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your entry displays within the Explanation grid. To continue adding entries, click Add New again and repeat the previous steps.

When you are finished entering court related civil proceedings information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Dependencies - Current Addictions

Instructions - Current Addictions

If you answer "No" to this question, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

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. Please provide a separate explanation for each addiction or dependency.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the additional information by clicking Add New (below the grid).

When you click Add New, the Current Addictions Entry window opens. Enter the addiction or dependency explanation and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character limit.

After the page refreshes, your addiction or dependency entry displays within the Explanation grid. To continue adding addiction or dependency entries, click Add New again and repeat the previous steps.

When you are finished entering dependencies current addictions information, click Save and Continue to move to the next page or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

Miscellaneous - Issues

Instructions - Issues

Note: Use this question to disclose any information relative to your character and fitness that was not asked explicitly or implicitly throughout the application. In addition, use this question to explain details of denials of admission to other jurisdictions or to explain details of admission to Federal or District courts or agencies from the Bar Related - Other Bar Application question earlier in the application.

If you answer "No" to this question, click Submit Application or click Save and Return to Home Page to save your work and return to it later.

If you answer "Yes" to this question, you must provide a detailed explanation of the circumstances, event, incident/occurrence, etc. Also, you must send the Board office any documentation supporting your explanation.

After you click "Yes," additional instructions will display at the bottom of this page. Please read the instructions and enter the miscellaneous information by clicking Add New (below the grid).

When you click Add New, the Issues Entry window opens. Enter the miscellaneous issue explanation including the pertinent information and click Save.

Note: Please keep the explanation as brief as possible since the Explanation field has a 2,000 character

limit.

After the page refreshes, your issue entry displays within the Explanation grid. To continue adding issue entries, click Add New again and repeat the previous steps.

When you are finished entering miscellaneous issue information, click Submit Application or click Save and Return to Home Page to save your work and return to it later.

Note: You can edit or delete current entries by clicking Edit or Delete on the desired row within the grid. Entries added on previous applications may not be edited or deleted.

NOTE: Applicants should review the Pennsylvania Bar Admission Rules before submitting a bar application. Please note that Rule 402 Confidentiality states:

...(b)(2) upon request from the dean of a law school, furnish the law school with the names of applicants from the law school who did not successfully complete the bar examination, provided the law school has agreed to only use such information internally within the law school and not to disclose the names of students who failed the bar examination to any person or organization outside of the law school.

Upon written request from the law school dean, the Board of Law Examiners will provide statistical results in the form of bar graphs and charts and provide detailed scores of those applicants who graduated from that institution. The detailed scores for individual portions of the bar examination are also released to individual applicants in their result packet mailed in early April for the February exam and early October for the July exam.

Frequently Asked Questions (FAQs)

How do I contact the Board Office?

To contact the Board office by mail or telephone:

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

and

Physical Address (Overnight Delivery via DHL,FedEx,Ups,etc)

Pennsylvania Board of Law Examiners
601 Commonwealth Ave., Suite 3600
Harrisburg, PA 17120-0901

Phone: 717-231-3350 Fax: 717-231-3351

To visit the Board office's website, navigate to the Pennsylvania Board of Law Examiners' Home Page at <http://www.pabarexam.org>.

Why am I required to provide my Social Security Number?

The Online Bar Application must be able to determine your eligibility to apply as a first-time applicant or a reapplicant. The combination of your Social Security Number, last name, and date of birth is the only method to uniquely identify you as a reapplicant (or, conversely, that you have not applied to the Pennsylvania Board of Law Examiners before and are, therefore, a new applicant).

Requiring you to provide your Social Security Number is also an added level of security to ensure that unauthorized persons are not able to log into the application and view your data.

How secure is my online application data?

The Online Bar Application is hosted by the Administrative Office of Pennsylvania Courts, an agency of the Supreme Court of Pennsylvania responsible for, among other things, judicial automation throughout the Commonwealth. AOPC requires that you use a secure browser with 128-bit secure socket layer (SSL) encryption. 128-bit SSL browsers have the highest level of encryption and are over a trillion times more secure than the next best form of encryption.

In addition, your application data is saved behind multiple firewall layers between the internet and AOPC. Each firewall interrogates each message and only allows legitimate messages to pass through it to AOPC. Any other requests are refused before they can ever reach AOPC systems. For this reason, "hackers" trying to get into AOPC systems should be stopped at the firewalls.

Finally, AOPC constantly evaluates the latest in security technologies and upgrades its systems whenever relevant improvements become available.

Why can't I pay my application fee by credit card online?

The Pennsylvania Board of Law Examiners is committed to providing the most efficient, convenient and cost-effective experience for bar applicants. Offering applicants the ability to complete the application with an interactive web application is an example of this commitment. Expenses such as bank fees and administrative costs of offering credit card payments are not inconsequential and would likely necessitate an application fee increase to cover such costs. For this reason, the Board does not offer payment by credit card at this time.

How do I know if my application was received?

When you submit your online bar application, you will receive a message on your screen that your application was delivered. However, your application will not be accepted until your initiating documents are received in the Board office. Initiating documents include a signed Authorization and Release form and a non-personal check or money order for the appropriate fees. (See the application instructions for more details on initiating documents.)

Once your initiating documents are received by the Board office, a representative will retrieve your online bar application. Once your application is accepted, an email will be sent to you from the Board office confirming the acceptance of your application. PLEASE DO NOT CALL THE BOARD OFFICE TO CONFIRM RECEIPT OF YOUR APPLICATION.

What if I need more than 2,000 characters to explain an incident?

The allowable characters, 2,000, is nearly $\frac{3}{4}$ of an 8 $\frac{1}{2}$ x 11 page typed in 11 point font with 1 inch margins. It is expected that any explanations of single incidents can be explained in this amount of space. Please be complete, but concise, in your explanations.

The instructions for each question will provide you with the type of information you should provide when offering an explanation for an incident. Remember to add a new explanation for each incident. For example, do not explain 3 different incidents of arrest using one explanation box. Use a separate explanation box for each of the 3 incidents.

As a reapplicant, I can change my address, but not my name using the online bar application. Why not?

Knowing the identity of bar applicants is an extremely important part of the evaluation process. The Board must be informed of name changes in writing and supporting documentation must be submitted to substantiate the name change (marriage certificates, court orders, etc.). For this reason, the online bar application cannot be used to make such changes. However, once the Board has registered your name change, the online bar application will reflect the change.

I am a reapplicant and have provided my incident explanations on a prior paper application. Why don't I see my explanations on the online application?

Explanations you provided on a prior paper application were not transcribed into a computer system. For this reason, they are not available to display to you on the online bar application. However, placeholders for your explanations are visible for application questions where you had previously responded "Yes" to a question.

As a reapplicant, it is not necessary for you to repeat explanations you have provided previously on a paper application. HOWEVER, YOU ARE REQUIRED TO PROVIDE EXPLANATIONS FOR ANY NEW INCIDENTS THAT HAVE OCCURRED SINCE YOUR LAST APPLICATION.

What score do I need on the MPRE?

By Order of the Supreme Court of Pennsylvania, all applicants must take the Multistate Professional Responsibility examination (MPRE) and 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 (see "Multistate Professional Responsibility Examination Information").

REAPPLICANTS are not required to provide official MPRE scores previously transferred to the Board office.

How do I withdraw from the bar examination?

There are no withdrawals prior to the bar examination. ALL applicants will be scheduled to sit for the examination, and test materials will be available at the test site you selected on your application. If you do not sit for the examination, you will receive a letter after the administration of the examination changing your status to withdrawn. If you reapply for a future administration of the bar examination, it is NOT considered a character and fitness issue if you withdrew from a previous examination.