

# Oklahoma Board of Bar Examiners

1901 N Lincoln Blvd  
Oklahoma City, OK 73152-3036  
(405) 416-7075 In-state TOLL FREE (800) 522-8065

**A VALUE MUST BE ENTERED FOR ALL REQUIRED FIELDS OUTLINED IN RED**

## CHECKLIST

### Nunc Pro Tunc Registration & Exam Application by Law Student

#### **IMPORTANT:**

**Please read and follow all the information on this page to ensure correct and timely processing of your application.**

The following items must be completed and returned for the **Nunc Pro Tunc Registration & Exam Application by Law Student**. After your application is received, you will be mailed two fingerprint cards to complete and return within 30 days to the Oklahoma Board of Bar Examiners

#### **Reminder:**

Keep a copy of the completed application in your permanent records. If you apply for admission in another state, you may be asked to provide a copy of each application ever filed with an admitting authority.

1. **Application for Admission by Examination** - Attach a current passport photograph to the area identified in the upper left corner of Page 3.
2. **Affidavit, Authorization, and Release** - Verify this document is signed and notarized.
3. **Official (certified) transcript(s) from schools granting undergraduate degree and law school degree (if applicable)** - Transcript(s) must show your degree notation. Only one copy of the transcript is needed. You do not need to submit transcripts from every school attended; only the transcript from the degree granting institution(s) is required. If transcript(s) is not attached, it must be received 30 days after filing the application.
4. **NCBE Application for Character Report** - Complete the online application by clicking the the link below and following the instructions. After completion of the application you will be required to print a hard copy. The link for online version of the Request for Preparation of a Character Report is: <http://www.ncbex.org/ea>

**TWO COPIES** of the **ENTIRE NCBE application** must be returned to the Oklahoma Board of Bar Examiners.

This means the ORIGINAL PLUS ONE PHOTOCOPY beginning with the cover page and including pages 1 - 15 and all additional forms. The photocopy does not require original notarized signatures.

You must include 3 original Authorization and Release forms. The NCBE Authorization and Release form is not the same as the Oklahoma: Affidavit, Authorization, and Release.

Make your check payable to the National Conference of Bar Examiners. Consult the fee schedule on the NCBE Application cover page for the appropriate fee.

Blank forms which do not apply to you may be discarded.

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PLEASE READ AUTHORIZATION AND RELEASE FORMS CAREFULLY:

- \* Do not confuse "Country" and "County".
- \* **Oklahoma** is the jurisdiction (4th line or 5th line depending on the application you are filing).
- \* Signature must match name as typed on the form. Do not sign with a nickname.
- \* "SS" on the notary portion does not mean social security number. Don't write anything after "SS".

After the completed report is received from the NCBE, your application is presented to the Oklahoma Board of Bar Examiners for review and approval. A minimum of 10 weeks is required for processing the character report by the NCBE. In the spring and early summer the minimum time is 12 weeks due to the heavy load of July exam applicants nationwide.

To facilitate the processing of your application, please include an accurate mailing address for all employers and references. A verification of employment request is sent to each employer. You must supply a current, complete address (including zip code) for the verifying reference. It is helpful to advise all individuals whom you list that you are applying to this jurisdiction, that they will receive a written inquiry in the mail from the NCBE, and that a prompt reply will be greatly appreciated.

If you receive a request from the NCBE for additional information, please respond immediately.

5. **MPRE Score Report** - Multistate Professional Responsibility Examination ([click here to go to the MPRE site](#)). If not previously submitted.
6. **Filing fee** - Make check payable to *Oklahoma Board of Bar Examiners* in the amount of **\$800**. If you are paying this fee by check, you must attach a personal check or money order for this amount to Page 3 of this application. If paying by credit card, enter your credit card information in the fields provided on Page 6. This application fee is **non-refundable** and must accompany this application.

**DO NOT LEAVE LOOSE IN THE ENVELOPE.**

**If you require special accommodations for the exam, [click here](#) to send an e-mail request for a Special Accommodations Form. Any request for special accommodations must be filed at least (90) days prior to exam date.**

**Mail your completed application to one of the addresses listed below:**

**Postal Delivery Address**  
Oklahoma Board of Bar Examiners  
PO Box 53036  
Oklahoma City, OK 73152-3036

**Express Delivery Address  
(FedEx/UPS)**  
Oklahoma Board of Bar Examiners  
1901 N. Lincoln Blvd.  
Oklahoma City, OK 73105

Applications may be delivered in person. The Board of Bar Examiners is located at the Oklahoma Bar Center, 1901 N. Lincoln Blvd. Office hours are 8:30 a.m. - 5:00 p.m., Monday - Friday.  
**No drop box available**

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## Online Application

### Nunc Pro Tunc Registration & Exam Application by Law Student

#### BAR EXAMINATION

I am applying for the following exam

Exam Month\Year

Exam Location

I wish to use my laptop for the essay portion of the exam

**Attach Passport Photo**  
Please use tape  
DO NOT use glue or staples

Photo must have been made within the last six month.

Do not attach snapshots

You must read the following before continuing the application process.

#### **PREAMBLE: APPLICANT'S DUTY OF CANDOR**

*(Rules Governing Admission to the Practice of Law in the State of Oklahoma)*

Each applicant for admission to the bar has a duty to be candid and to make full, careful and accurate responses and disclosures in all phases of the application and admission process. Each applicant must respond fully to all inquiries. It is not proper, for an applicant to give either a highly selective or sketchy description of past events reflecting on the applicant's qualifications for admission to the bar. An applicant who violates this duty may be denied admission to the bar.

#### GENERAL INFORMATION

##### NAME/SSN

Mr.\Ms.	First Name	Middle Name	Last Name	Jr.\Sr.	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

##### MAILING ADDRESS

Street address \ P.O. Box	Apt # \ Suite	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

##### LEGAL ADDRESS Same as mailing

Street address \ P.O. Box	Apt # \ Suite	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

##### PHONE NUMBER \ EMAIL

Home #	Work #	Cell #	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

##### BIRTH INFO

Birth Date (mm/dd/yyyy)	Birth City	State	Birth Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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## EDUCATION INFORMATION

### UNDERGRADUATE EDUCATION

School granting undergraduate degree	Degree	Degree Date (mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

### LAW SCHOOL

School granting law degree (must be ABA approved)	Enroll Date (mm/yyyy)	JD Degree Date (mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attended other law school

### OTHER LAW SCHOOL ATTENDED

School	Dates of Attendance		Degree	Degree Date (mm/yyyy)
	From (mm/yyyy)	To (mm/yyyy)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Official transcripts are required from the schools granting the undergraduate degree and the J.D.** Transcripts in sealed envelopes may be submitted with this application or may be mailed directly to the Board by the school. Only one copy of each transcript is required.

**PLEASE NOTE:** Transcripts from other schools attended while obtaining an undergraduate degree are not required. List other graduate degrees on the NCBE application; graduate degree transcripts are not required. The law school transcript will be submitted upon completion of the degree. If the J.D. has already been granted, the law school transcript must accompany this application.

## VISITING AND TRANSFER STUDENT

<input type="checkbox"/> Visiting Student	School	From (mm/yyyy)	To (mm/yyyy)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Transfer Student	School	From (mm/yyyy)	To (mm/yyyy)
	<input type="text"/>	<input type="text"/>	<input type="text"/>

## MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE)

A scaled score of **75** is the passing score for admission to Oklahoma. Applicants are permitted to take the bar exam prior to passing the MPRE but will not be admitted until the MPRE requirement is met. Admission must be effected within one year after passing the bar exam. If admission requirements including the MPRE are not complete within one year, the exam is **nullified**. MPRE scores are accepted from any administration of the exam.

I HAVE TAKEN AND PASSED THE MPRE EXAM

Test Date (mm/yyyy)	Scaled Score	Score Report
<input type="text"/>	<input type="text"/>	<input type="radio"/> Report Attached <input type="radio"/> MPRE Records Department Sending Report

-----OR-----

I HAVE NOT TAKEN OR PASSED THE MPRE EXAM. I WILL TAKE THE MPRE IN:

Test Date (mm/yyyy)
<input type="text"/>

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## EXAM APPLICATIONS

Have you ever applied to take the bar exam in any other jurisdiction?   
If yes, use comment field below to enter jurisdiction, exam date and exam results for each exam taken.

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## ADMISSIONS (if applicable)

I have been admitted to practice law in the following jurisdictions

<input type="checkbox"/> Juris #1	Jurisdiction <input type="text"/>	Admission Date <input type="text"/>	Current Status <input type="text"/>	Other Status <input type="text"/>	<input type="checkbox"/> Good Standing
<input type="checkbox"/> Juris #2	Jurisdiction <input type="text"/>	Admission Date <input type="text"/>	Current Status <input type="text"/>	Other Status <input type="text"/>	<input type="checkbox"/> Good Standing

## EMERGENCY CONTACT

### NAME

Mr.\Ms. <input type="text"/>	First Name <input type="text"/>	Middle Name <input type="text"/>	Last Name <input type="text"/>	Jr.\Sr. <input type="text"/>	Relationship <input type="text"/>
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### ADDRESS

Street address \ P.O. Box <input type="text"/>	Apt # \ Suite <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Zip <input type="text"/>
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### PHONE NUMBERS

Home # <input type="text"/>	Work # <input type="text"/>	Cell # <input type="text"/>
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## PAYMENT INFO

Pay Type	Check #	Card Type	Credit Card #	Expiration Month\Year	CC Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Card Holder Name	Card Holder Address	City	State	Zip	Phone #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## ATTACHED HERETO AND MADE A PART OF THIS APPLICATION ARE THE FOLLOWING:

- 1. Applicant's Request for Character Report** - An original **and** (1) photocopy of this report and the **fee**. Enclose a check payable to the *National Conference of Bar Examiners* or a signed credit authorization. See fee schedule on NCBE application.  
**NOTE:** This fee is in addition to the filing fee to the Oklahoma Board of Bar Examiners.
- 2. Affidavit, Authorization, and Release** signed and notarized.
- 3. Official Transcript(s)** from degree granting institution(s).
- 4. Current Passport Photograph**, attached to the location specified in the upper-left corner of page # 3.
- 5. MPRE Score Report** Multistate Professional Responsibility Examination. If not previously submitted.
- 6. Filing fee** - Make check payable to *Oklahoma Board of Bar Examiners* in the amount of **\$800**. If you are paying this fee by check, you must attach a personal check or money order for this amount to Page 3 of this application. If paying by credit card, enter your credit card information in the fields provided on Page 6. This application fee is **non-refundable** and must accompany this application.  
**DO NOT LEAVE LOOSE IN THE ENVELOPE.**

Until you are certified to the Oklahoma Supreme Court for admission to the practice of law, you are under an **on-going obligation** to update your responses to questions on this application, including the NCBE request for character report, whenever there is an addition or change to information previously provided to the Oklahoma Board of Bar Examiners.

Signature in Full	Date
<input type="text"/>	<input type="text"/>

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## AFFADAVIT, AUTHORIZATION AND RELEASE

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, being duly sworn, depose and say:

I am the applicant for admission to practice referred to. I have carefully read the questions in the foregoing questionnaire and have answered them truthfully, fully, and completely, without mental reservations of any kind. I hereby give my consent to the Board of Bar Examiners for the State of Oklahoma (hereinafter "the Board") to conduct an investigation as to my moral character and fitness and to make inquiries and request such information from third parties as, in the sole discretion of the Board, is necessary to such investigation. I further authorize the use of any such information in the course of the Board's investigation and evaluation of my moral character and fitness.

I authorize and request every person, firm, company, corporation, school, employer (past or present), governmental agency, court, association, institution, or other third party having opinions about me or knowledge or control of any information, documents, records (including but not limited to criminal history record information, medical or psychological records), or other data pertaining to me, to reveal, furnish and release to the Board, or any of its agents or representatives, any such opinions, knowledge, information, documents, records or other data. Without limiting the previously described authority, I specifically authorize the release of files of any bar association, grievance or other bar committee regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, as well as all undergraduate, graduate, or law school records relating to my admission to, and conduct during my enrollment in, such schools.

I hereby release, discharge and hold harmless the Board, its agents or representatives (including but not limited to expert witnesses or evaluators consulted or used by the Board or its staff in the course of its investigation ), and any person, firm, company, corporation, school, employer (past or present), governmental agency, court, association, institution, or other third party, and their agents, from any and all liability of every nature and kind arising out of the furnishing, inspection, and use of such opinions, knowledge, documents, records or other data.

Notwithstanding any statement herein to the contrary, the Authorization and Release shall operate to agree to the release of only those mental health records relating to the following:

- (a) my being diagnosed with bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder, and any treatment therefore, within the five (5) years immediately preceding the filing of my Application with the Board;
- and
- (b) my admission to a hospital or other facility for the treatment of bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder, since attaining the age of eighteen or within the five (5) years immediately preceding the filing of my Application, whichever period is shorter.

The limitation, however, does not apply to records relating to chemical dependency.

\_\_\_\_\_  
Signature of applicant

Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .  
Month Year

My commission expires on \_\_\_\_\_  
Month / Day / Year

\_\_\_\_\_  
Notary Public

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## TRANSCRIPT REQUEST

(submit form to school)

Date	
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<b>TO</b>	School					
	Address					
	City		State		Zip	

<b>FROM</b>	Student's Name					
	Address					
	City		State		Zip	
	SSN or Student ID		Date of Birth			
	Last Enrollment Date		Degree(s)		Year(s) Conferred	
	Name at time of last enrollment					

I am applying to the Oklahoma Board of Bar Examiners. Please send (1) official transcript to:

Oklahoma Board of Bar Examiners  
P.O. Box 53036  
Oklahoma City, OK 73152-3026

(only one transcript is required for the application)

Send transcript now

Hold for final semester grades

Hold for degree notation

(Bar exam applicants must submit an official transcript which shows both final grades and the conferral of the JD degree.)

Enclosed is a transcript fee of: \$ \_\_\_\_\_  
(fees vary, check with your school)

\_\_\_\_\_  
Signature