

**NEW JERSEY BOARD OF BAR EXAMINERS
REQUEST FOR COPY OF PREVIOUSLY FILED
NEW JERSEY BAR APPLICATION**

INSTRUCTIONS

Please print or type clearly. Depending on the location of your file, it may take up to three (3) weeks to retrieve from storage.

1. Complete the request form on page 2.
2. Attached a notarized copy of your current Driver's license, U.S. Passport, or Government-issued non-driver ID card.
3. If you are requesting a copy of your bar application to be mailed to another jurisdiction, you must complete the Authorization and Release form on page 3.
4. Mail your request form with an original signature, based on your preferred method as addressed below.

Via United States Postal Service (First-Class, Express and Priority Mail):

New Jersey Board of Bar Examiners
P.O. Box 973
Trenton, NJ 08625-0973

Via an expedited delivery provider (Fed-Ex, UPS, DHL):

New Jersey Board of Bar Examiners
Hughes Justice Complex
25 Market Street
8th Floor, North Wing
Trenton, NJ 08611

NOTE:

- Fees for copying are five cents (\$0.05) per page for letter size pages.
- To ensure the confidentiality of bar applicant records, as required by New Jersey Court Rule 1:23-3(a), all requests for copies of previously filed New Jersey Bar applications must be made by the applicant only.
- Upon receipt of your completed request form and retrieval of your file, you will be notified of the appropriate copy charges which will be payable to: *New Jersey Board of Bar Examiners.*
- Upon receipt of the fee, the application will be forwarded to the entity listed below.

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REQUEST FORM

EXAMINEE INFORMATION

- Examination Candidate ID Number (if known) _____
- If you have ever been known by another name other than a nickname (e.g. maiden name), please specify: _____

Current Name _____

Current Address _____

City, State, Zip _____

COPY DELIVERY INFORMATION

- If you are requesting a copy of your bar application to be mailed to another jurisdiction, you must complete the Authorization and Release form on page 3.
- If you also need a scanned copy or hardcopy (one or the other):
 - Please send my scanned copy via e-mail to:

E-Mail Address _____

-OR-

- Please send my copy hardcopy via postal mail to the following address:

Name _____

Address _____

City, State, Zip _____

YOUR CONTACT INFORMATION (for any questions)

Telephone (_____) _____

E-Mail Address _____

Your Signature: _____ **Date:** _____

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AUTHORIZATION AND RELEASE

This form is only required when you are requesting a copy of your bar application to be mailed to another jurisdiction.

I, _____ (name) hereby give
permission to the New Jersey Board of Bar Examiners and Committee on Character in
connection with review of my file by the _____
(name of entity)

To release directly to _____

(address of entity)

all information on my application to the New Jersey bar. I further authorize and consent to have
such entity or person cooperate with any further inquiries from the designated entity in
connection with my New Jersey bar application and character review. I understand that the
admissions process is confidential.

I hereby release, discharge and exonerate the State of New Jersey and the New Jersey Board of
Bar Examiners and Committee on Character, their agents and representatives, the admitting
authority of the above jurisdiction, its agents and representatives, and any person or entity so
furnishing information from any and all liability of every nature or kind arising out of the
furnishing or inspection of such documents, records, and other information or the investigation
made by the Committee or by the admitting authority.

X _____
Signature of candidate Date

Executed and acknowledged before me this _____ day of _____, 20__

X _____ My Commission Expires _____
Signature of Notary Public or Attorney at Law

Notary to affix seal or stamp (place below)

For Office Use Only:

Fee owed: _____ Rec'd on: _____ Initial: _____