

BAR APPLICATION CHECKLIST

Please utilize this checklist to ensure all components of your application are complete. This checklist is for your use only and should not accompany your completed application.

- COMPLETE THE BAR APPLICATION.**
 - Save the PDF form before you begin so that you do not need to finish it all in one sitting.
 - Complete each and every question included with the application, giving a detailed answer when necessary. Do not leave questions blank.
 - If there is not enough space for any answer, complete your answer on a separate sheet of paper and reference the question number.

- LAW STUDENT REGISTRATION ON FILE (UNLESS YOU ARE ADMITTED IN ANOTHER JURISDICTION) BY THE DEADLINE FOR THIS APPLICATION.**

- ENCLOSE THE \$325.00 FEE.**
 - This fee is non-refundable and non-transferable

- ENCLOSE COMPLETED FINGERPRINT CARD**
 - If you do not have access to a fingerprint card, one may be requested by emailing Bar.Admissions@iowacourts.gov and providing your name and address

- DEAN'S AFFIDAVIT**

- LAPTOP OPTION**
 - Decide whether you would like to use the laptop option for completing the essay portions of the exam. If you would like to use the laptop option, check the box on Question 26 and complete the required Authorization and Release form.

- IF YOU PLAN TO TRANSFER AN MBE SCORE FROM ANOTHER JURISDICTION, ENSURE IT IS ON FILE WITH THE OFFICE OF PROFESSIONAL REGULATION.**
 - You may not submit the score yourself. The score must be received from the jurisdiction that gave the examination or directly from the National Conference of Bar Examiners. Check the National Conference of Bar Examiners website at www.ncbex.org for information on how to request and send your score directly to our office.
 - The MBE score must be from one of the last four administrations of the MBE preceding the application deadline.

- ENSURE THAT YOUR MPRE SCORE OF AT LEAST 80 IS ON FILE WITH THE OFFICE OF PROFESSIONAL REGULATION.**
 - You may not submit the score yourself. The score must be received from the National Conference of Bar Examiners. Check www.ncbex.org for information on how to send an MPRE score directly to our office.
 - If you do not have a passing MPRE score by the application deadline, you must submit a petition with your application requesting the Iowa Supreme Court to grant you leave to submit a late MPRE score. There is no sample form for this document. The petition should detail your future plans to fulfill the MPRE requirement.

- IF YOU ARE LICENSED IN ANOTHER STATE, INCLUDE A CERTIFICATE OF GOOD STANDING FROM THAT JURISDICTION**

- COMPLETE THE NON-LAW ENFORCEMENT RECORD CHECK BY COMPLETING THE BOX ENTITLED “REQUEST” AND SIGN THE BOTTOM OF THE DOCUMENT TO COMPLETE THE WAIVER PORTION OF THE FORM.**
- AFFIDAVIT OF INTENT TO PRACTICE LAW IN IOWA**
- THREE SIGNED RELEASES**
 - Make sure each of the releases are both signed and notarized
- ENSURE APPLICATION AND THREE RELEASES ARE SIGNED, DATED, AND NOTARIZED WHERE REQUIRED**
- IF YOU ARE REQUESTING SPECIAL ACCOMMODATIONS, SUBMIT REQUIRED FORMS**
 - These forms can be found on the court’s website at http://www.iowacourts.gov/Professional_Regulation/Bar_Admission__Practice_Rules/Bar_Exam_Schedule__Fees__Applications/
- KEEP A COPY OF THIS COMPLETED APPLICATION FOR FUTURE REFERENCE**
- MAIL OR HAND-DELIVER THE COMPLETED APPLICATION TO:**
 - Office of Professional Regulation
Judicial Branch Building, Second Floor
1111 East Court Avenue
Des Moines, IA 50319

~ DO NOT INCLUDE THE CHECKLIST WITH YOUR APPLICATION ~