



**Board of Law Examiners
OF THE SUPREME COURT OF IOWA**

Judicial Branch Building
1111 East Court Avenue
Des Moines, IA 50319
bar.admissions@iowacourts.gov
515-348-4670

**Iowa UBE Transfer Cover Sheet and
Checklist**

Include this cover sheet along with the rest of the listed materials, and submit it to our office. **Please do not staple or otherwise attach pages together.**

UBE Score Information:

Administering Jurisdiction: _____

UBE Score: _____

Date Taken: _____

NOTE: The UBE score must either be from a UBE administered within two years immediately preceding the transfer application filing date or it will be accepted up to five years after the UBE administration if you have been regularly engaged in the practice of law for at least two of the last three years immediately preceding the transfer application filing date. The score must be requested by the applicant and certified directly to our office from the National Conference of Bar Examiners.

Applicant Information:

Full Name: _____

Name as it should appear on certificate of admission:

Mailing Address: _____

City, State, Zip: _____

Email: _____

Phone: _____

NCBE Number: _____

Last four digits Social Security No.: _____

Law School: _____

Law School Grad Date (mo/yr): _____

MPRE Date and Score

Month/Year _____ Score: _____

**I have previously been admitted to practice law
in any United States jurisdiction:**

Yes

No

List Jurisdictions:

Application Documents Included (all are required unless otherwise noted) **(initial or mark N/A)**

_____ \$900 Application Fee has been paid on the Iowa Court Commissions website (www.iacourtcommissions.org/ords/f?p=106:129). **(please attach a printout of your payment confirmation)**

Date paid: _____

_____ NCBE Character and Fitness Application and All Attachments

_____ Attestation form (form in the instructions below)

_____ Iowa Release form included with this checklist (form attached in the instructions)

_____ State of Iowa Criminal History Record Check Request Form (form attached in the instructions)

_____ Certificates of Good Standing (if ever licensed to practice law in a United States jurisdiction; otherwise N/A)

**OFFICE OF PROFESSIONAL REGULATION
OF THE SUPREME COURT
APPLICATION FOR UBE SCORE TRANSFER**

INSTRUCTIONS

(Do Not Submit Instructions With Application Materials)

General Instructions

- **Filing the Application Materials:** Mail or hand-deliver the completed Iowa Bar Examination Cover Sheet along with all required documentation to the Office of Professional Regulation, 1111 East Court Avenue, Des Moines, IA 50319.
- **Application Status:** No receipt is sent to confirm arrival of your application package. For documentation, you may choose a delivery system which offers tracking. You may also file your application in person at the Office of Professional Regulation, 8:00 a.m. to 4:30 p.m. business days. You will be contacted in writing if further information is required.
- **Updating the Application:** If any changes occur after the application is filed that affect the applicant's answers, the applicant must promptly amend the application by a letter or email to the Office of Professional Regulation.
- **Keep a copy of your application materials for your records.**

Documents Submitted Together Prior to the Application Deadline

The following documentation must be submitted in a single application envelope by the applicable filing deadline:

1. **Iowa UBE Transfer Cover Sheet and Checklist**, filled out and initialed.
2. **\$900 application fee payment confirmation page from the Iowa Court Commission website.** You must pay the required fee on the Iowa Court Commission website prior to submitting your application to our office. The site accepts credit card and e-check payments and can be found here: www.iacourtcommissions.org/ords/f?p=106:129. This fee is non-refundable.
3. **NCBE Character and Fitness Application form and any additional documents required as part of that form.** The application form can be found here. The application link takes you to the National Conference of Bar Examiners (NCBE) website to access their Character and Fitness Application, which is also our application for UBE transfer. From the above link, select Iowa as the jurisdiction to which you are applying. On the next page, click on the NCBE Account Login button and either log in with your credentials or create an account.
 - Click on the Character & Fitness Icon to begin a new application. Select that you are applying to Iowa and select your Application Category as “Admission by Transferred UBE Score.” Proceed with completing the application and uploading any necessary attachments.
 - Pay the separate report application fee to the National Conference of Bar Examiners at the time the NCBE online application is finalized and printed.
 - Send a printout of the application.
 - Print and attach a copy of all items that were directed to be uploaded in connection with any of the questions in the NCBE Character Report Application. Please DO NOT submit a copy of your driver’s license or any other item that includes a photograph of you with your application materials.

There is a separate fee for submitting this form, which is paid directly to the NCBE and is separate from the application fee noted in item 2 of these instructions.

Do Not Include This Page With Application Materials

4. **Attestation Form.** *See* attached form. This form must be notarized.
5. **Original Signed Release.** *See* attached Release. This form must be notarized.
6. **State of Iowa Criminal History Record Check Request Form.** *See* attached form. Please complete the shaded box on the form and make sure to include your signature.
7. **If applicable, Certificates of Good Standing.** Applicants who have been licensed in another United States Jurisdiction must submit certificates of good standing from all jurisdictions where they have been licensed, including jurisdictions where they are no longer actively licensed. This does not apply to any applicant who has never been licensed in another jurisdiction.

Items the Applicant Must Cause to Be Submitted to the Office of Professional Regulation:

The applicant must cause the following items to be submitted to the Office of Professional Regulation:

1. **Uniform Bar Examination (UBE) Score.** Each applicant must cause the NCBE to transfer his or her UBE score to the Office of Professional Regulation no later than three months after the application is filed. Please visit www.ncbex.org/ncbe-exam-score-services/ube-score-services/ for information on transferring your UBE score to Iowa.
2. **Dean's Affidavit.** *See* attached form that should be submitted to the applicant's law school for completion by the dean.
3. **Multistate Professional Responsibility Examination (MPRE).** Each applicant must cause the NCBE to transfer his or her MPRE score of at least 80 to the Office of Professional Regulation. Please visit www.ncbex.org/ncbe-exam-score-services/mpre-score-services/ for information on transferring your MPRE score to Iowa.

ATTESTATION

STATE OF _____)
COUNTY OF _____)

Under penalty of perjury, I do hereby make the foregoing application. I have read the questions and have answered them completely and truthfully. I have not omitted any information that might have a bearing on my application. I understand that if any changes occur after the application is filed which affect my answers, I must amend my application by a letter to the Office of Professional Regulation. I have not modified the questions in any respect, and I understand that should they be modified, my application will be terminated and any fees paid will be forfeited.

I hereby designate the Clerk of the Supreme Court as my agent for service of process in Iowa for all purposes.

Applicant's Signature

Sworn to and subscribed before me this _____ day of _____, 20 ____.

(Notary Seal)

Notary Public for

State of _____

RELEASE

I, _____, authorize the Board of Law Examiners and its agents or representatives to acquire from any source, any information they may request concerning my professional, academic, and character qualifications, which information may include without limitation, confidential reports, files, records, documents, and transcripts of any type of civil, criminal, disciplinary, or administrative action or proceeding.

I agree to give any further information which may be required in reference to my past record. I understand that I will not receive and am not entitled to receive a copy of any character report submitted on me or to know its contents.

I also authorize and request every person, firm, company, corporation, governmental agency, court, bar association, law enforcement agency, medical facility, or other institution having control of any documents, records, and other information pertaining to me, to furnish to the Iowa Board of Law Examiners or their agents or representatives, any such information, including documents, records, medical files, and bar association files regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data.

I further authorize the National Conference of Bar Examiners, or other reporting agency, to submit to the Iowa Board of Law Examiners its character report on me, and I fully understand and agree that I shall not have access to said report or to any other confidential reports and other information, except as the Supreme Court of Iowa or the Iowa Board of Law Examiners shall permit.

I hereby release, discharge, and exonerate the Iowa Board of Law Examiners, the National Conference of Bar Examiners, all other bar associations and any other persons furnishing information, and their agents, members, and representatives, from any and all liability of every nature and kind, in connection with the investigation into my background, the furnishing or inspection of files, documents, records, and reports relating to my character and other qualifications for admission to the Iowa State Bar and the submission of a character report on me.

I acknowledge that I have read and am aware of the contents of the relevant Statutes of the Iowa Code, the Supreme Court Rules for Admission to the Iowa Bar, and the Iowa Rules of Professional Conduct.

Signature

STATE OF _____)
)
COUNTY OF _____)

I, _____, being first duly sworn, deposes and states: I am the person above named. The above signature was written by my own hand. My answers to the foregoing questions are full, true, and correct to the best of my knowledge and belief.

Signature of Applicant

Sworn to and subscribed before me this _____ day of _____, 20 ____.

(Notary Seal)

Notary Public for
the State of _____



STATE OF IOWA

Criminal History Record Check Request Form



DCI Account Number: Office of Professional Regulation
(if applicable)

To: Iowa Division of Criminal Investigation
Support Operations Bureau, 1st Floor
215 E. 7th Street
Des Moines, Iowa 50319
(515) 725-6066
(515) 725-6080 Fax

From: Office of Professional Regulation
Judicial Branch Building
1111 E. Court Avenue
Des Moines, IA 50319

Phone: 515.348.4670

Fax: 515.348.4698

I am requesting an Iowa Criminal History Record Check on:

Last Name (mandatory)	First Name (mandatory)	Middle Name (recommended)
Date of Birth (mandatory)	Gender (mandatory)	Social Security Number (recommended)
	<input type="checkbox"/> Male <input type="checkbox"/> Female	

Waiver Information: Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

Waiver Release: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

Waiver Signature: _____

<p style="text-align: center;"><u>Iowa Criminal History Record Check Results</u></p> <p>As of _____, a search of the provided name and date of birth revealed:</p> <p><input type="checkbox"/> No Iowa Criminal History Record found with DCI</p> <p><input type="checkbox"/> Iowa Criminal History Record attached, DCI # _____</p> <p style="text-align: center;">DCI initials _____</p>	<p>(DCI use only)</p>
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AFFIDAVIT OF THE DEAN OF _____ (Name of Law School)

This affidavit attests to important matters about a bar applicant's legal education and character and fitness to practice law. Court rule 31.8 requires that an applicant must have graduated with a degree of J.D./L.L.B from a law school approved by the American Bar Association. In this affidavit, the dean will certify that the applicant has received his degree or will receive it within 45 days of the examination, and will attest to character and fitness matters. We ask that the dean consult all law school files related to the applicant when filling out this form so that we obtain a comprehensive understanding of the applicant's character. If the dean cannot yet attest to matters relating to applicant's degree but possesses matters that reflect adversely on character and fitness the dean should file the character information now and supplement later with information regarding the applicant's degree completion.

I, _____, pursuant to the provision of Court Rules for Admission to the Iowa Bar, being first duly sworn do depose and state:

(1) That I am the duly appointed and acting Dean of the Law School.

(2) That _____ (Applicant Name) actually, and in good faith, pursued and successfully completed the regular _____-year course and received the Degree of J.D./L.L.B. from said Law School on the ____ day of _____, _____.

- OR -

That _____ (Applicant Name) is expected to successfully complete the regular _____-year course to receive the Degree of J.D./L.L.B. from said Law School on the ____ day of _____, _____.

(3) That on the date the Degree was conferred, said Law School was fully approved by the Council of Legal Education of the American Bar Association.

(4) That the responses to the following questions attached to this affidavit concerning the Applicant's character and fitness to practice law are true and correct based on my review of all Law School files concerning this applicant or my firsthand knowledge. For all questions that I have answered in the affirmative, I have provided an explanation, including the outcome or resolution of any charge or investigation, in the space provided at the end of each section, or on a separate attached sheet.

- | I. LAW SCHOOL | YES | NO | DON'T
KNOW |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the applicant been disciplined, placed on probation, suspended, or expelled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the applicant's record indicate a lack of integrity or trustworthiness? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have there been accusations of cheating against the applicant? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has the applicant made groundless accusations against professors, staff or other students? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Were misrepresentations found in the applicant's law school application? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

-
-
- | II. LEGAL MATTERS | YES | NO | DON'T
KNOW |
|--|--------------------------|--------------------------|--------------------------|
| 1. Has the applicant been arrested for or charged with a criminal offense? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the applicant been involved in lawsuits or other legal proceedings? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the applicant delinquent on court-ordered financial obligations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. Has the applicant ever abused the legal process?

- | III. PERSONAL AFFAIRS | YES | NO | DON'T
KNOW |
|--|--------------------------|--------------------------|--------------------------|
| 1. Did the applicant have a name change? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there an unaccounted-for interval in the applicant's history? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there evidence of conduct indicating a lack of mental, emotional, and/or behavioral stability that would interfere with his/her ability to practice law? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the applicant have a record of illegal drug use or conduct indicative of alcohol abuse that would interfere with his/her ability to practice law? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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-
-

- | IV. ADMISSION TO THE BAR | YES | NO | DON'T
KNOW |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has the applicant been denied admission to the bar by any other state? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the applicant demonstrated conduct that, if the applicant were a lawyer, would be in violation of your jurisdiction's ethical rules governing lawyers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
-
-
-

	YES	NO	DON'T KNOW
Do you have any other information that would adversely reflect on the character and fitness of the applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there any member of your faculty or staff, or any student, who you believe could provide relevant information that adversely reflects on the applicant's character or fitness? If "yes," please provide the person's name, title, if any, and a current mailing address, telephone number, and email address.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Dean's signature: _____ Date: _____

Subscribed and sworn before me on this ____ day of _____, 20__.

(Notarization or
school seal required)

County: _____ State: _____