



**OFFICE OF PROFESSIONAL REGULATION
OF THE SUPREME COURT
APPLICATION FOR ADMISSION WITHOUT EXAMINATION**

**INSTRUCTIONS
READ BEFORE YOU BEGIN THIS FORM**

1) THREE OPTIONS AVAILABLE FOR COMPLETING THIS FORM:

- a. **USING ADOBE ACROBAT:** If you have Adobe Acrobat (not Adobe Reader) you can complete and save your application on your computer in order to work at your own pace. Before you begin completing the application, you must save the file to a specific destination on your computer to enable you to complete the form in more than one sitting. If you do not do so, all information will be lost and you will be required to complete the form each time you open the link.
- b. **USING ADOBE READER:** If you have Adobe Reader, YOU MAY NOT SAVE YOUR APPLICATION ELECTRONICALLY. Due to limitations in the FREE Adobe Reader, you will not be able to save the application with entries included. For this reason, you should be prepared to fill out the application in its entirety before you begin. Once you fill out the application, you will be allowed to print it, but will not be allowed to save it. Note, as soon as you close the document, all information entered into the form will be lost. If you do not have Adobe Reader, click here (<http://get.adobe.com/reader/>) to download the latest version of Adobe Reader.
- c. **PRINT AND HANDWRITE THE FORM:** If you do not have either Adobe Acrobat or Adobe Reader, you may print this document and fill it out by hand.

2) FILING THE APPLICATION: Once you have completed the form, double check to make sure that all fields are filled in. Print the completed form. Then, sign at the required fields in the presence of a notary public. Finally, mail or hand-deliver the completed application to the Office of Professional Regulation, 1111 East Court Avenue, Des Moines, IA 50319

3) APPLICATION FEE: Prior to submitting this application, each applicant must pay the \$900 application fee on the Iowa Court Commission website: www.iacourtcommissions.org/ords/f?p=106:129. That system accepts debit/credit card payments as well as e-check payments. The applicant should print the payment confirmation page and attach it to these application materials. The fee is not refundable and cannot under any circumstances be applied to a subsequent application. See Iowa Ct. R. 31.12(2).

4) 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.

5) APPLICATION STATUS: No receipt is sent to confirm arrival of your application package. For documentation, you may choose a delivery system which offers tracking and requires a signature for delivery. 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.

~ DO NOT INCLUDE THESE PAGES WITH YOUR APPLICATION ~

SECTION B—REQUIRED DOCUMENTS AND APPLICATIONS

7. **ADMISSION TO PRACTICE:** List all jurisdictions, state and federal, in which you have been admitted to practice and give the date of admission to each. Use additional sheets if necessary.

JURISDICTION	DATE OF ADMISSION (MO/YR)

8. **CERTIFICATE OF GOOD STANDING:** Applicants admitted in other jurisdictions **MUST** submit from each state a current certificate of good standing. Normally the Clerk of Supreme Court in the admitting jurisdiction can provide this.

My certificate(s) of good standing: (Check one)

is/are included with this application.

has/have been requested and will be forwarded promptly.

9. **CERTIFICATE OF REGULAR PRACTICE:** Applicants **MUST** submit a certificate from a qualifying individual that provides the applicant was regularly engaged in the practice of law in a jurisdiction in which the applicant was licensed for at least five of the last seven years immediately preceding the date of the application. Qualifying individuals include clerks or judges of courts of record, judge advocate generals, and administrative law judges.

If, due to the nature of the applicant’s practice, the applicant cannot obtain a certificate from an individual listed above, he or she must submit a petition to the court through the Office of Professional Regulation seeking leave to file an alternative certificate pursuant to Iowa R. Ct. 31.13(1)(b).

My certificate of regular practice: (Check one)

is included with this application.

has been requested and will be forwarded promptly.

NOTE: The certificate of regular practice should be submitted by affidavit or on the letterhead of the individual making the certification.

10. **ONLINE NCBE CHARACTER AND FITNESS APPLICATION:** Applicants **MUST** file an online character and fitness application with the National Conference of Bar Examiners (NCBE) and pay the separate investigative fee.

I have submitted an online character and fitness application to the National Conference of Bar Examiners: (Check one)

Yes.

I will do so within the next ten days.

SECTION D

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 in writing to the Office of Professional Regulation. I understand that this is a continuing obligation throughout the pendency of my application, and that any inaccurate, misleading, or incomplete statements, or any failure to update promptly any aspect of this application, may result in denial of this application and other disciplinary sanctions.

I certify the following:

- I have not failed a bar examination administered in Iowa within five years of the date of filing this application.
- I have not failed five or more bar examinations administered in any jurisdiction or combination of jurisdictions.
- I do not have an Iowa law license in exempt or inactive status.
- I have not been disbarred and not reinstated in any other jurisdiction.
- My license is not currently suspended in any other jurisdiction.

I agree to furnish such further information as may be required by the Iowa Board of Law Examiners to complete its investigation.

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 _____

