

IMPORTANT INFORMATION REGARDING COMPLETION OF THE ONLINE MORAL CHARACTER APPLICATION

Please read this document in its entirety before beginning the online moral character application. When completing the application you will be asked to provide a great deal of detailed information. The information you provide must be accurate and complete.

It is strongly suggested that you gather the information you will need prior to starting the application. In some instances, you will need to obtain documents to submit with your application. If this applies to you, you may complete the application, but you are advised to delay submitting it until you have the required documents in hand. **Do not mail in the required paper copy of your application until you are able to attach the required documents; otherwise, the application will be considered incomplete.** If you submit the application online, but do not mail the required paper copy within 60 days of the submittal date, your application will be abandoned as incomplete, and you will not be entitled to a refund of your fees. If applicable to you, the following is a list of some of the information that will be required:

- Former names, associated dates, and reasons for name change;
- Residences for the past 8 years with associated dates, including college residences;
- All colleges and postgraduate schools attended with associated dates, Student ID number, degrees earned;
- License issuing authorities and addresses, license numbers, associated dates, and current status;
- Current and previous employment since age 18 that were law related and current and previous employment, not law related, that lasted longer than 6 months with name of business, position, associated dates, supervisor, telephone number, and reason for leaving;
- Personal references to include 5 reputable and responsible people, who know you well with their address and telephone information (at least one member of the bar);
- Original and certified copy of out-of-state and foreign driving record;
- Details of any professional discipline such as disbarment, suspension, censure, reprimand, disqualification, or license revocation;
- Details of prior applications for admission including dates of application and exams taken, dates of admission, if applicable, current status, and if not admitted, the reasons why;
- Details of any arrests, convictions, administrative proceedings, complaints, scholastic discipline, bondedness, indebtedness, and bankruptcies with associated dates and final disposition or current status. Copies of any complaints or claims against you and the subsequent rulings and copies of any pleadings/allegations against you and the judgments must be provided;
- Military service with associated dates, serial numbers, separation status and copy of DD Form 214.