



ON-LINE APPLICATION INSTRUCTIONS FOR ADMISSION WITHOUT EXAMINATION

STEP ONE: Complete the NCBE Standard Character and Fitness Electronic Application.

Questions regarding completion of the on-line application should be directed to the NCBE at contact@ncbex.org or (608) 280-8550.

CLICK on [Create an account and begin your application.](#)

READ and Accept License Agreement.

SIGN UP for an account (choose Vermont) and a password will be emailed to you.

LOGIN using your given password (then change your password).

CLICK on [instructions](#) and read completely before beginning application.

CLICK on [Begin Online Application.](#)

SELECT appropriate fee.

COMPLETE the entire application by navigating through each screen.

COMPLETE the Final Error Check.

REVIEW the Completion Checklist before printing your application.

PRINT the form. You may print 3 copies or print 1 and make 2 photocopies:

- 1-Original to National Conference of Bar Examiners (NCBE)
- 1-Copy to Vermont Board of Bar Examiners
- 1-Copy you should retain for your records.

SIGN and NOTARIZE (pages included with the original application for NCBE):

Three ORIGINAL Authorization and Release forms;

The Affidavit page (signature page following question #28 of the application).

NOTE: The application form requires a seal or stamp to be affixed to the original application, despite the fact that notaries in Vermont are not required to use them.

STEP TWO: Submit the documentation to the National Conference of Bar Examiners and to the Vermont Board of Bar Examiners, as follows:

National Conference of Bar Examiners

- **Original application** (including the three original authorization and release forms and the signed affidavit page).
- **Required fee** (paid by check or money order made payable to National Conference of Bar Examiners (or NCBE), or credit card (Method of Payment form included with application)).

*SEND application, all appropriate documents, and payment to:

**National Conference of Bar Examiners
302 South Bedford Street
Madison WI 53703-3622**

Vermont Board of Bar Examiners

- **One copy of the application** with an original signature on the Acknowledgment of Complete Application page.
- **\$600.00 application fee.** Check or money order should be made payable to Vermont Board of Bar Examiners.
- **Practice of Law Details** form. This form is required of all attorneys applying for admission without examination. If you are applying for admission after less than five years admission, pursuant to § 7(a), you must also provide an affidavit from the appropriate officer of the jurisdiction upon whose admission and licensure you are relying stating the minimum number of years of admission and licensure required of a Vermont attorney for admission on motion in that jurisdiction.
- **Electronic Application Verification** - notarized
- **Vermont Authorization and Release Form** - notarized. Submit the original and an additional copy for each state jurisdiction in which you are admitted. (This is an addition to the authorization and release form required by NCBE.)
- NH and Maine Attorneys applying under § 7(e) must also submit the appropriate CLE affidavit.

*SEND copies of the application, all required documents (listed above), and fee to:

**Vermont Board of Bar Examiners
2418 Airport Road, Suite 2
Barre VT 05641**

Questions on Vermont bar admission should be directed to jud-attylicensing@state.vt.us