

ON-LINE APPLICATION INSTRUCTIONS FOR ADMISSION BY EXAMINATION

STEP ONE: Complete the [NCBE Standard Character and Fitness Electronic Application](#). You **MUST** create a **new account for EVERY application you submit**, whether it is a supplemental application to the same jurisdiction or if you are applying to another jurisdiction.

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

FOLLOW THESE STEPS IF YOU ARE TRANSFERRING DATA FROM A PREVIOUS (FINALIZED) APPLICATION:

1. Create a new account by clicking on the Create an account and begin your application link above. You will be required to choose a jurisdiction associated with this new account (choose Vermont).
2. Click on Transfer Data From Another Application. You must transfer data before you click the Begin Online Application link. Once you begin the application, you are no longer able to transfer data.
3. You will then be prompted to log in to a previous account that contains the data you want to transfer.

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. We strongly suggest that you make a copy of all documents for your records. You may need them for bar admission in other jurisdictions.

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

Three ORIGINAL Authorization and Release forms;

The Acknowledgement of Complete Application form (signature page following question #28 of the application)

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 Acknowledgment of Complete Application form).

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 form. The postmark shall determine the date of filing, pursuant to § 9(a), NOT the date it is submitted electronically. The application deadlines are **May 1 for the July exam and December 1 for the February exam.**

\$240.00 application fee (check or money order payable to Vermont Board of Bar Examiners).

Electronic Application Verification (notarized)

Vermont Authorization and Release Form (notarized). Submit the original and one additional copy for each state jurisdiction in which you are admitted. (This is in *addition to* the authorization and release form required by **NCBE.**)

Exam Details Form

Laptop registration form and check, if you choose this option.

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**

*Because Vermont does not require a seal for notaries, they will not require the seal/stamp on our release forms that are part of the Character application. However, agencies or references that they send verification inquiries to during an investigation may require a notary seal, e.g., if they send an inquiry to Virginia State Police (because the applicant resided in Virginia) the agency may require the applicant's signature with a notary seal on their form in order for them to conduct the search. It is suggested, therefore, that you have all forms notarized.