

BAR APPLICATION CHECKLIST

Revised 2/13/2023

- **Start early and submit early!** Allow plenty of time to complete the application. It will take *much longer* than you think it should. Ideally, start gathering information as much as 6-8 months in advance of your application deadline. In Kansas, you can submit your application as early as the day after the last filing date for the previous bar examination. *If you have a complicated application with several disclosures*, it is in your best interest to **file early** to give the Admissions Attorney plenty of time to review the file.
- Read any state-specific Application Checklist or FAQs carefully before starting the application. *Follow all application instructions very, very carefully.* **Missouri**, and some other states, have a 2-part application process. Missouri uses an online application system and you must complete both the “Bar Exam Application – First Time Filer” **and** the separate “Application for Character & Fitness Report.”
- **Disclose all required information.** For Character & Fitness, **when in doubt, disclose!** Lack of candor gets more people in trouble than actual disclosure. Potential areas of concern: substance abuse; prior criminal record; prior professional misconduct; debt/failure to pay taxes/financial irresponsibility; mental health; or evidence of dishonesty. Read the question **carefully** and report as required. Depending on the wording of the question, expunged or juvenile criminal convictions will likely need to be reported, despite what a lawyer may have told you previously. *Most states require copies of all records related to any disclosures you need to make - requesting those documents can take time.* **Disclosure exception:** With respect to questions about **mental health**, most states do NOT require disclosure of situational counseling, medication, or other treatment, but do require disclosure of *conduct* that affects your ability to practice law in a competent and professional manner. Consult with Dean Lowry, Dean Grant, or Dean King before unnecessarily disclosing mental health conditions pursuant to this line of inquiry.
- Provide as much information as you can about requested items. If you can’t obtain required information, describe the **due diligence** you used to find the specific information requested. If a court or law enforcement agency won’t provide records or no longer has records, ask for a letter or email stating so and submit the documentation with your bar application. *If your state requires disclosure of traffic violations*, call local courts to see if they still have the records of any traffic tickets, so that your information is as accurate as possible. **Colorado** requires detailed information regarding traffic violations received in the past 5 years but not a copy of the ticket. **Kansas** does not require disclosure of traffic violations, but be aware that some violations, such as a failure to maintain liability insurance, are criminal misdemeanors and not traffic violations. Misdemeanors must be reported. In some states, speeding is a misdemeanor. If you have received speeding tickets in other states, do your research to determine if that was a misdemeanor violation under that state’s law that does need to be reported.
- Request an **official transcript** be sent from every higher educational institution you’ve attended. Again, read your state’s requirements carefully. Request your official transcript from OneStop in Morgan Hall or online and check the box “hold for degree” so that it will be sent after your degree posts. <https://washburn.edu/student-life/policies-forms/forms/transcript-request.html>
- Submit any **separate laptop application** or registration, if required by your state, and pay associated fees.
- Submit one or two sets of **fingerprints**, depending on your state’s requirements. **Kansas** requires completion of a waiver form that should be included with your fingerprints. **Missouri** has special instructions in its FAQs regarding out of state fingerprints. The PDO typically hosts the KBI fingerprinting service during the spring semester as a convenience for students.
- Submit any required passport-sized, recent **photos**. Kansas and Missouri both require that photos be uploaded to their online systems (you can use a passport photo app and take the photo with your phone).

- If required by your state, obtain your **law school application** and any addendums from Donna Haverkamp. Contact Dean Lowry ASAP if you need to supplement your law school application with anything that you failed to disclose at the time you applied to law school. Your law school application disclosures **must** match your bar application disclosures. **Kansas** requires law school applications be submitted via email to admissions@kscourts.org, via mail or hand delivery to Attorney Admissions Office, 301 SW 10th Ave, Topeka, KS 66612-1507.
- Submit any **Special Testing Accommodation Requests**. Most states require that requests for testing accommodations be filed at the time of your bar application. Read the state's rules carefully and submit all required documentation in a timely fashion.
- if the application must be mailed, check your jurisdiction's deadline and determine if it's a "**postmarked by**" or a "**received by**" deadline. When in doubt, err on the side of "received by."
- Request a copy of your **birth certificate** and **driving record**, if required by your jurisdiction. **Missouri** requires submission of a certified birth certificate (or naturalization certificate or green card) and driving record. **Colorado** requires a driving record.
- Complete any required "**Dean's Certification**." Some states require that the law school complete some sort of certification of your completion of your JD, but states vary regarding the procedure. READ the rules and instructions CAREFULLY. Some states require that you fill in your name and send the otherwise blank form as part of your application. The Board of Law Examiners then sends the Certification to the law school Registrar for completion. Other states require that you give the certification directly to the Student Records Administrator/Registrar, Donna Haverkamp, for completion.
- Notify your character references that they should expect an email from the Board of Law Examiners or Attorney Admissions Office. Ask them to check junk folders just in case. For some states, a form may be sent via US Mail instead.
- Most states require **address and employment information since age 18 or the past 10 years**. Do the best you can and make a good faith effort to find the requested information. Old W2s or tax returns, doing a public records search on Lexis or Westlaw, or requesting a free credit report might help - <https://www.annualcreditreport.com>). Also, the US Social Security Administration can provide you with a list of employers - <http://www.socialsecurity.gov/online/ssa-7050.pdf> (there is a fee and it may take up to 120 days).
- Missouri requires that your Authorization and Release be **notarized** – Debi Schrock, Donna Haverkamp, Kerri Pelton, Shirley Jacobson, and Donna McMurry are all notaries. You must sign the release form in front of the notary.
- Some UBE states, including Missouri and Colorado, require completion of a state specific component prior to admission. For **Missouri**, you can complete the online state specific component immediately *after submitting your application*. <https://www.courts.mo.gov/page.jsp?id=325>. Upload your Certificate of Completion to the online application system. For **Colorado**, you must attend a one day "Practicing with Professionalism" course.