



New Mexico Reinstatement Cover Sheet

Place this completed cover sheet first in your application envelope, and then place the rest of the listed materials in order after it. **This form must be filled out on the computer and then initialed by hand.**

Reinstatement Applicant

(All information provided must match information on application form)

NM Bar No.:

Full Name:

Mailing Address:

City, State, Zip:

Email:

Phone:

Social Security No. (last four digits):

My license in New Mexico has been inactive for one year or longer: Yes No*

*If inactive for less than one year, reinstatement application is instead made through the State Bar of New Mexico, www.nmbar.org.

I am or have been licensed in the following other states (not New Mexico):

Instructions to the Applicant:

- Your application will not be processed if you still owe State Bar dues or are non-compliant with NM MCLE (credit deficit or owes fees). If you are not sure, contact the State Bar at 505-797-6000 and NM MCLE at 505-797-6054 before starting your application. In order to submit your application, you will need to receive written confirmation that you are up to date with both agencies (see New Mexico Certification of Dues and MCLE Status form).
- All application documents must be typed, except for notary information, which may be hand-written, and signatures or initials. All notarizations and signatures must be hand-signed originals.
- Do not staple, tab, bind, or paperclip any part of the application materials or forms except where instructed to do so.
- You must answer all questions completely and make answers as specific as possible.
- On the Character and Fitness Application, you are expected to provide full answers within the body of the application and where specified. You may not state "see attached" or similar, unless the attachment contains additional information not specifically requested in the application form.
- You may include additional information or explanation in an addendum or addenda, which must be clearly marked as such and signed and dated.
- If information becomes available subsequent to the date of your application, you must supplement the application as soon as that information becomes known to you and prior to your reinstatement.
- An order of reinstatement will be issued by the Court once your reinstatement investigation is complete and the Board has recommended your reinstatement.

Application Fee Enclosed: \$350* \$550**

Paid by: Check/Money Order Credit Card

*Application fee following voluntary inactive status or administrative suspension. **Application fee following Court-ordered suspension.

Application Documents Included with this Cover Sheet, in Order (all are required; incomplete applications will be returned):

(initial)

_____ Application Fee, stapled to the back of this form

_____ New Mexico Certification of Dues and MCLE Status

_____ Character and Fitness Application and additional documents required as part of that form (filled out on the NCBE website, then printed and executed)

_____ Two originals of the NMBBE Release

_____ Credit Report (no more than 30 days old)

_____ Certificate(s) of Good Standing and Statement(s) of Discipline for all non-NM states in which licensed (if applicable; including inactive, withdrawn, suspended, or disbarred; no more than 30 days old)

This checklist only contains the items that must be submitted by the applicant in his or her initial application packet; additional documents may be required. **All forms, deadlines, and detailed instructions for reinstatement applicants are online at <http://nmexam.org/reinstatement/>**

For office use only:

- Email
- Req.
- FBI
- DB
- Dues
- MCLE

- Carded
- Approved

C&F:

File No.