



## Reinstatement Application Instructions

Please do not submit these instructions with your application materials.

The Board of Bar Examiners manages reinstatement applications for members of the New Mexico bar who have been inactive for more than one year, whether inactive status was voluntary or the result of administrative or Court-ordered suspension. Please note: Under Rule 15-302 NMRA, an attorney who has been on inactive status for less than one year need not apply through the Board of Bar Examiners for reinstatement. Instead, contact the State Bar.

The Board makes every effort to process reinstatement applications in a timely fashion. However, there is no “expedited” process for these applications. Please plan accordingly, especially if an employment opportunity depends on your reinstatement to active status. Please review the [New Mexico Rules Governing Admission](#) [link] prior to submitting your application.

### General Instructions

- Refer to the New Mexico Board of Bar Examiners (NMBBE) website for all application documents and links: <http://nmexam.org/reinstatement/> [link].
- Incomplete application packets will be rejected.
- Reinstatement applicants undergo a complete character and fitness evaluation; as a result, applications will take time to investigate and evaluate. Please plan accordingly.
- Your application will be rejected if you owe State Bar dues or are non-compliant with NM MCLE. All applicants for reinstatement must submit verification of MCLE and dues status. The Board may not refund fees for rejected applications.
- 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. Do not leave any section blank.
- 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.
- Applicants who fail to respond to NMBBE staff requests in a timely manner may be required to resubmit their application materials.
- 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.
- If you wish to also authorize a member of your staff to speak with NMBBE staff about your application, you must provide written, signed authorization naming that person and

granting him or her permission to communicate about your file. There is no form document for this authorization.

- An order of reinstatement will be issued by the Court once your investigation is complete and the Board has made its final review and recommendation to the Court.
- Please keep copies of all documents submitted. If you need to request a copy of your materials, you may do so through the forms found at <http://www.nmexam.org/attorney-services/score-certification-file-retrieval/> [link].

The following documents must be submitted in a single application packet:

1. **New Mexico Reinstatement Cover Sheet**, filled out on a computer and initialed.
2. **Application fee** in the form of a personal or business check, money order, or certified check payable to the NM Board of Bar Examiners or by credit card via our credit card authorization form. The Board does not accept cash payments. The fee is \$350 for reinstatements following voluntary or administrative suspensions and \$550 for reinstatements following Court-ordered suspensions or for Court-ordered investigations.
3. **New Mexico Certification of Dues and MCLE Status**. Applicants must fill out the information on the left side of the page, then submit the form to the State Bar via email to [license@nmbar.org](mailto:license@nmbar.org). State Bar staff will complete the form and then email it back to you to be printed out and included with your application packet. Applicants with outstanding dues or MCLE credits cannot be reinstated until those deficits are cured; do not submit your application with dues or MCLE credits due, or it will be rejected without refund of your application fee.
4. **Character and Fitness Application form and any additional documents required as part of that form** (one original, notarized and with original signatures). The application link takes you to the National Conference of Bar Examiners (NCBE) web site to access their Character and Fitness Application, which is also our application for reinstatement. The application must be filled out online on the NCBE website and then printed out to be mailed to our office. Please send an original printout of the application, signed and notarized, which will include one acknowledgement page and three original copies of the NCBE Release and Authorization Form, to the New Mexico Board of Bar Examiners; all must contain original signatures.
5. **Two signed and notarized copies of the Authorization and Release Form** for the New Mexico Board of Bar Examiners; both must contain original signatures.
6. **A credit report** from one of the three major credit reporting agencies (Transunion, Equifax, or Experian) generated within 30 days of submitting your application. You may secure a free credit report from each of these agencies once per year at <https://www.annualcreditreport.com/> [link]. Paid reports from these agencies will also be accepted. Reports secured through third parties (including Credit Karma) and incomplete or abbreviated credit reports will not be accepted. The report may be printed double-sided. Please note that data on your credit report will be cross-referenced to disclosures on your application; check it carefully. If you do not know the meaning of a term found on the credit report (e.g. “charge-off”), please research it before assuming it means that you do not still have a liability.

7. **Certificate(s) of Good Standing and Statement(s) of Discipline from each state in which you are or ever have been licensed**, other than New Mexico. You must provide the originals; we cannot accept copies. In most but not all states, the Certificate of Good Standing and Statement of Discipline are separate document provided by separate state entities. The Certificate of Good standing must state whether your license is currently in good standing *or* was in good standing when you withdrew or went inactive in that state. The Statement of Discipline is an official record of all discipline in that state, past and pending. The Statement must be provided regardless of whether you have received discipline in that state and may not just be a printout from a bar website.

The following items must be requested by the applicant and sent directly to the NMBBE by the issuing entity:

- **FBI and NM State Criminal Records.** Follow the instructions on the NMBBE website to secure these records, which are sent directly to the NMBBE.

**Application materials must be mailed to:**

Reinstatement Application  
New Mexico Board of Bar Examiners  
20 First Plaza Center NW, Suite 710  
Albuquerque, NM 87102