



New Mexico Board of
Bar Examiners
www.nmexam.org

New Mexico Retake/Deferral 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.**

Bar examination date:

February July Year: _____

Bar applicant

(All information provided must match information on application form)

Full Name:

Mailing Address:

City, State, Zip:

Permanent Email:

(.edu addresses will not be accepted)

Phone:

Social Security No. (last four digits):

I deferred my prior application to the bar:

Yes: mo/yr: _____ No

I am licensed in another state or have an application pending in another state. Yes No

List state(s):

I will use my UBE score earned in New Mexico only to apply to another UBE state, and not for licensure in New Mexico: Yes No

I received testing accommodations on a prior New Mexico bar exam: Yes No

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 retake and deferral applicants are online at <http://nmexam.org/bar-exam/take-the-bar-exam/re-examination/>**

For office use only:

- Email
- Web

Application fee enclosed: \$0 \$100 / \$1000

Paid by: Check/Money Order Credit Card

Application documents included with this Cover Sheet, in order (all are required; incomplete applications will be returned):

(initial by hand or mark N/A)

_____ Application Fee, stapled to the back of this form (if no fee required, mark N/A)

_____ Character and Fitness Application with signed Acknowledgement Page

_____ NMBBE Releases (two originals)

_____ Credit Report (no more than 30 days old)

_____ Certificate(s) of Good Standing and Statement(s) of Discipline (if applicable; including inactive/withdrawn/suspended/disbarred; alphabetical by state; if not so licensed, mark N/A)

_____ NCBE Number Certification

_____ Laptop Release of Liability Form (optional; if not submitting, mark N/A)

_____ Test Accommodation Request Forms, including current documentation of disability (required if requesting accommodations for disability; if not requesting accommodations, mark N/A)

Instructions to the applicant:

1. You may not reuse your old NMBBE or NCBE Character and Fitness Application.
2. Please read all instructions carefully and completely. You are accountable for following all instructions carefully and your application may be rejected if it is incomplete or incorrect.
3. All application documents must be typed, except for notary information, which may be hand-written, and signatures or initials. All pages requiring notarizations and/or signatures must be hand-signed originals.
4. Do not staple, tab, bind, or paperclip any part of the application materials or forms except where instructed to do so.
5. You must answer all questions completely and make answers as specific as possible. You are expected to provide full answers within the body of the application form and/or where specified. You may not state "see attached" or similar, unless the attachment contains additional information not specifically requested in the application form
6. 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 admission.