

Oklahoma Board of Bar Examiners

PO Box 53036, 1901 N Lincoln Blvd
Oklahoma City, OK 73152-3036
(405) 416-7075 In-state TOLL FREE (800) 522-8065

A VALUE MUST BE ENTERED FOR ALL APPLICABLE FIELDS

CHECKLIST

Uniform Bar Exam Transfer (UBE)

IMPORTANT:

Read and follow all instructions on this page to ensure timely processing of your application.

The following items must be completed and returned for the **Uniform Bar Exam Transfer** application. After your application is received, you will be mailed two fingerprint cards to complete and return within 30 days to the Oklahoma Board of Bar Examiners.

DO NOT PRINT DOUBLE SIDED

- 1. Application** - Attach a current 2" x 2" photograph to the area identified in the upper-left corner of Page 2.
- 2. Affidavit, Authorization, and Release** - Verify this document is signed and notarized.
- 3. Official (certified) Transcript(s) from Schools Granting Undergraduate and Law School Degrees** - Transcripts must show your degree notation. Only one copy of the transcript is needed. You do not need to submit transcripts from every school attended; only the transcript from the degree granting institutions is required. If transcripts are not attached, they must be received 30 days after filing the application.
- 4. Certificate of Practice** - Attach only if UBE score is more than 3 years or less than 5 years. Should be signed by a judge and two attorneys in the jurisdiction in which you have been admitted. If admitted in more than one jurisdiction, use the jurisdiction where you have practiced immediately preceding the filing of this application. This form may be duplicated as needed. The Certificate(s) will be filed with the Oklahoma Supreme Court. Those signing this form must be in good standing and admitted for at least the length of time to which they are attesting to have known the applicant to have been practicing.
- 5. Certificate(s) of Admission and Good Standing** - If applicable, do not include this Certificate with your application. Wait to request this certificate until we notify you that the Board has approved your application. If applicable, a current certificate must be presented to the Oklahoma Supreme Court.
- 6. NCBE Application for Character Report** - Complete the online application by clicking the the link below and following the instructions. The link for online version of the Request for Preparation of a Character Report is: ncbex.org/character-and-fitness Print two copies - one for your records and one to submit to the Oklahoma Board of Bar Examiners. A copy of all documents submitted to the NCBE must be provided with your Oklahoma application along with the NCBE Payment Page and the original Authorization and Release form.
- 7. UBE Score Transfer Report** - Request score report from the NCBE. ([click here to go to the NCBE score services](#))
- 8. MPRE Score Report** - (Multistate Professional Responsibility Examination) Request score report from the NCBE if exam was taken in or after 1999. If score is prior to 1999, contact your jurisdiction for report. ([click here to go to the MPRE site](#))
- 9. Filing Fee** - May be paid by check, cash, money order or credit/debit card. If paying by credit card, a 3% processing fee will apply. If paying by check, make check payable to Oklahoma Board of Bar Examiners in the amount of \$1,250. If you are paying this fee by check, you must attach it to Page 2 of this application. This application fee is non-refundable and must accompany this application. **DO NOT LEAVE LOOSE IN THE ENVELOPE.**

Mail your completed application to one of the addresses listed below:

Postal Delivery Address

Oklahoma Board of Bar Examiners
PO Box 53036
Oklahoma City, OK 73152-3036

**Express Delivery Address
(FedEx/UPS)**

Oklahoma Board of Bar Examiners
1901 N. Lincoln Blvd.
Oklahoma City, OK 73105

Applications may be delivered in person. The Board of Bar Examiners is located at the Oklahoma Bar Center, 1901 N. Lincoln Blvd. Office hours are 8:30 a.m. - 5:00 p.m., Monday - Friday.
No drop box available

Oklahoma Board of Bar Examiners

PO Box 53036, 1901 N Lincoln Blvd
Oklahoma City, OK 73152-3036
(405) 416-7075 In-state TOLL FREE (800) 522-8065

A VALUE MUST BE ENTERED FOR ALL APPLICABLE FIELDS

Attach 2" x 2" Photo
Please use tape
DO NOT use glue or staples

Photo must have been made
within the last six months

Do not attach snapshots

Application

Uniform Bar Exam Transfer (UBE)

You must read the following before continuing the application process.

PREAMBLE: APPLICANT'S DUTY OF CANDOR

(Rules Governing Admission to the Practice of Law in the State of Oklahoma)

Each applicant for admission to the bar has a duty to be candid and to make full, careful and accurate responses and disclosures in all phases of the application and admission process. Each applicant must respond fully to all inquiries. It is not proper for an applicant to give either a highly selective or sketchy description of past events reflecting on the applicant's qualifications for admission to the bar. An applicant who violates this duty may be denied admission to the bar.

GENERAL INFORMATION

NAME\SSN

Mr.\Ms.	First Name	Middle Name	Last Name	Jr.\Sr.	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MAILING ADDRESS

Street address \ P.O. Box	Apt # \ Suite	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

LEGAL ADDRESS Same as mailing

Street address \ P.O. Box	Apt # \ Suite	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PHONE NUMBER \ EMAIL

Home #	Cell #	Work #	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

BIRTH INFO

Birth Date (mm/dd/yyyy)	Birth City	State	Birth Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Oklahoma Board of Bar Examiners

PO Box 53036, 1901 N Lincoln Blvd
Oklahoma City, OK 73152-3036
(405) 416-7075 In-state TOLL FREE (800) 522-8065

A VALUE MUST BE ENTERED FOR ALL APPLICABLE FIELDS

EDUCATION INFORMATION

UNDERGRADUATE EDUCATION

School granting undergraduate degree	Degree	Degree Date (mm/dd/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

LAW SCHOOL

School granting law degree (must be ABA approved)	Enroll Date (mm/dd/yy)	JD Degree Date (mm/dd/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attended other law school

OTHER LAW SCHOOL ATTENDED

School	Dates of Attendance		Degree	Degree Date (mm/dd/yy)
	From (mm/dd/yy)	To (mm/dd/yy)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Official transcripts are required from the schools granting the undergraduate degree and the J.D. Transcripts in sealed envelopes may be submitted with this application or may be mailed directly to the Board by the school. Only one copy of each transcript is required.

PLEASE NOTE: Transcripts from other schools attended while obtaining an undergraduate degree are not required. List other graduate degrees on the NCBE application; graduate degree transcripts are not required.

UNIFORM BAR EXAM TRANSFER SCORE (UBE)

Test Date (mm/dd/yy)	Score	Jurisdiction
<input type="text"/>	<input type="text"/>	<input type="text"/>

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE)

A scaled score of **80** is the passing score for admission to Oklahoma (effective January 1, 2022). If your jurisdiction's rules regarding the MPRE score are more stringent than those in Oklahoma, those rules apply.

I HAVE TAKEN AND PASSED THE MPRE EXAM

Test Date (mm/dd/yy)	Scaled Score	Score Report
<input type="text"/>	<input type="text"/>	<input type="radio"/> Report Attached <input type="radio"/> MPRE Records Department Sending Report

----- OR -----

I HAVE NOT TAKEN OR PASSED THE MPRE EXAM. I WILL TAKE THE MPRE IN:

Test Date (mm/dd/yy)
<input type="text"/>

Oklahoma Board of Bar Examiners

PO Box 53036, 1901 N Lincoln Blvd
Oklahoma City, OK 73152-3036
(405) 416-7075 In-state TOLL FREE (800) 522-8065

A VALUE MUST BE ENTERED FOR ALL APPLICABLE FIELDS

ADMISSIONS

I have been admitted to practice law in the following jurisdictions

<input type="checkbox"/> Juris #1	Jurisdiction <input type="text"/>	Admit Date (mm/dd/yyyy) <input type="text"/>	Current Status <input type="text"/>	Other Status <input type="text"/>	<input type="checkbox"/> Good Standing
<input type="checkbox"/> Juris #2	Jurisdiction <input type="text"/>	Admit Date (mm/dd/yyyy) <input type="text"/>	Current Status <input type="text"/>	Other Status <input type="text"/>	<input type="checkbox"/> Good Standing
<input type="checkbox"/> Juris #3	Jurisdiction <input type="text"/>	Admit Date (mm/dd/yyyy) <input type="text"/>	Current Status <input type="text"/>	Other Status <input type="text"/>	<input type="checkbox"/> Good Standing
<input type="checkbox"/> Juris #4	Jurisdiction <input type="text"/>	Admit Date (mm/dd/yyyy) <input type="text"/>	Current Status <input type="text"/>	Other Status <input type="text"/>	<input type="checkbox"/> Good Standing

INCLUDE ADDITIONAL JURISDICTIONS ON SEPARATE ATTACHED SHEET

EMERGENCY CONTACT

NAME

Mr./Ms.	First Name	Middle Name	Last Name	Jr.\Sr.	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADDRESS

Street address \ P.O. Box	Apt # \ Suite	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PHONE NUMBERS

Home #	Cell #	Work #
<input type="text"/>	<input type="text"/>	<input type="text"/>

Oklahoma Board of Bar Examiners

PO Box 53036, 1901 N Lincoln Blvd
Oklahoma City, OK 73152-3036
(405) 416-7075 In-state TOLL FREE (800) 522-8065

A VALUE MUST BE ENTERED FOR ALL APPLICABLE FIELDS

PAYMENT INFO

Pay Type	Check #	Card Type	Credit Card #	Expiration Month\Year	CC Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Card Holder Name	Card Holder Address	City	State	Zip	Phone #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

By paying by credit or debit card I grant the Oklahoma Board of Bar Examiners permission to assess a 3% processing fee.

ATTACHED HERETO AND MADE A PART OF THIS APPLICATION ARE THE FOLLOWING:

- 1. Applicant's Request for Character Report** - One copy of this report and all attachments, the payment page and 3 original Authorization and Releases.
- 2. Affidavit, Authorization, and Release** signed and notarized.
- 3. Official Transcript(s)** from degree granting institutions.
- 4. Current 2" x 2" Photograph**, attached to the location specified in the upper-left corner of Page 2.
- 5. Certificate of Practice**, if admitted in another jurisdiction and older than 3 years and less than 5 years.
- 6. UBE Score Report**
- 7. MPRE Score Report**
- 8. Filing Fee** - If paying by check, make check payable to Oklahoma Board of Bar Examiners in the amount of \$1,250 and attach it to page 2 of this application. **DO NOT LEAVE LOOSE IN THE ENVELOPE.** This application fee is non-refundable and must accompany this application.

Until you are certified to the Oklahoma Supreme Court for admission to the practice of law, you are under an **on-going obligation** to update your responses to questions on this application, including the NCBE request for character report, whenever there is an addition or change to information previously provided to the Oklahoma Board of Bar Examiners.

Signature in Full	Date
<input type="text"/>	<input type="text"/>

Oklahoma Board of Bar Examiners

PO Box 53036, 1901 N Lincoln Blvd
Oklahoma City, OK 73152-3036
(405) 416-7075 In-state TOLL FREE (800) 522-8065

A VALUE MUST BE ENTERED FOR ALL APPLICABLE FIELDS

AFFIDAVIT, AUTHORIZATION AND RELEASE

STATE OF _____)

COUNTY OF _____)

I, _____, being duly sworn, depose and say:

I am the applicant for admission to practice referred to. I have carefully read the questions in the foregoing questionnaire and have answered them truthfully, fully, and completely, without mental reservations of any kind. I hereby give my consent to the Board of Bar Examiners for the State of Oklahoma (hereinafter "the Board") to conduct an investigation as to my moral character and fitness and to make inquiries and request such information from third parties as, in the sole discretion of the Board, is necessary to such investigation. I further authorize the use of any such information in the course of the Board's investigation and evaluation of my moral character and fitness.

I authorize and request every person, firm, company, corporation, school, employer (past or present), governmental agency, court, association, institution, or other third party having opinions about me or knowledge or control of any information, documents, records (including but not limited to criminal history record information, medical or psychological records), or other data pertaining to me, to reveal, furnish and release to the Board, or any of its agents or representatives, any such opinions, knowledge, information, documents, records or other data. Without limiting the previously described authority, I specifically authorize the release of files of any bar association, grievance or other bar committee regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, as well as all undergraduate, graduate, or law school records relating to my admission to, and conduct during my enrollment in, such schools.

I hereby release, discharge and hold harmless the Board, its agents or representatives (including but not limited to expert witnesses or evaluators consulted or used by the Board or its staff in the course of its investigation), and any person, firm, company, corporation, school, employer (past or present), governmental agency, court, association, institution, or other third party, and their agents, from any and all liability of every nature and kind arising out of the furnishing, inspection, and use of such opinions, knowledge, documents, records or other data.

Notwithstanding any statement herein to the contrary, the Authorization and Release shall operate to agree to the release of only those mental health records relating to the following:

(a) my being diagnosed with bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder, and any treatment therefore, within the five (5) years immediately preceding the filing of my Application with the Board;

and

(b) my admission to a hospital or other facility for the treatment of bi-polar disorder, schizophrenia, paranoia, or any other psychotic disorder, since attaining the age of eighteen or within the five (5) years immediately preceding the filing of my Application, whichever period is shorter.

The limitation, however, does not apply to records relating to chemical dependency.

Signature of applicant

Subscribed and sworn to or affirmed before me this _____ day of _____, _____.

Month

Year

My commission expires on _____
Month / Day / Year

Notary Public

Oklahoma Board of Bar Examiners

PO Box 53036, 1901 N Lincoln Blvd
Oklahoma City, OK 73152-3036
(405) 416-7075 In-state TOLL FREE (800) 522-8065

A VALUE MUST BE ENTERED FOR ALL APPLICABLE FIELDS

CERTIFICATE OF PRACTICE (if applicable)

I, _____, Judge of _____
Name of Court
of the State of _____, do hereby certify I am well acquainted
with _____, City of _____
State of _____, and I personally know that this individual has been
legally engaged in the active and continuous practice of law for a period of _____ years, immediately
preceeding the date hereof and that at the present time is an attorney and counselor-at-law in good standing
and a person of good moral character.

DATED this _____ day of _____, _____
Month Year

Signature

Address

City State Zip

We, _____ and _____ do hereby
certify that we are members of Bar of the Judicial District in which the City of
_____ is situated, that we know _____ of
said city, and we personally know that this individual has been legally engaged in the active and continuous
practice of law for a period of _____ years, immediately preceding the date thereof and that at the present
time is an attorney or counselor-at-law in good standing and a person of good moral character.

DATED this _____ day of _____, _____
Month Year

Signature

Address

City State Zip

Signature

Address

City State Zip