NATIONAL CONFERENCE OF BAR EXAMINERS (NCBE)
Request for Preparation of a Character Report

All Attorney Applicants: **Complete this form and submit it directly to the NCBE with separate payment made payable to the NCBE.**

DATE: _____

APPLICANT NAME: _____ _____ _____
First Middle Last

Fee Schedule

FEE CATEGORY	DESCRIPTION
☐ **III: ATTORNEY/BAR ADMISSION *** **$375**	→ Presently a member of a bar; ***OR*** → Not a member of a bar, but the application is received at NCBE more than one year after the J.D. was awarded.
☐ **IV: FOREIGN-EDUCATED *OR* FOREIGN-LICENSED ATTORNEY** **$750**	→ Applicant's first law degree was not obtained in the United States, whether or not a subsequent U.S. law degree was conferred; ***OR*** → Current or former member of a bar of a foreign country; ***OR*** → Otherwise authorized to practice law in a foreign country.
V: SUPPLEMENTAL *(see fees below)* If NCBE has previously completed a character report, the applicant may be eligible for a reduced supplemental fee. An applicant is eligible for a supplemental fee only if the conditions in the right-hand column are satisfied. **Completion of a new application (by answering all questions again) is required.**	**CONDITIONS** → The original jurisdiction releases the original report; ***AND*** → The jurisdiction to which application is being made is willing to accept a copy of the original NCBE character report together with a supplemental report with the understanding that no additional work will be undertaken to verify the original report; ***AND*** → The original NCBE report was completed less than four years before the date this request for a supplemental report is received at NCBE.
☐ **V(a): SUPPLEMENTAL *** **$175**	→ This report is prepared when the original NCBE report was processed for a **different** jurisdiction.
☐ **V(b): SUPPLEMENTAL *** **$75**	→ This report is prepared when the original NCBE report was processed for the **same** jurisdiction.
☐ **V(c): SUPPLEMENTAL** **$300**	→ This report is prepared when the original NCBE report was processed as a Category IV Foreign report.

**Applicants with foreign credentials (education or bar admission) are processed under Category IV or Category V(c) —see Fee Categories and Descriptions above.*

Check with the jurisdiction to which you are applying to determine if you should remit the fee directly to NCBE.

METHOD OF PAYMENT

☐ Payment (check or money order payable to NCBE) is enclosed. A returned check is subject to a $25 fee.

☐ Charge fee to my: ☐ MasterCard ☐ VISA

Name on card_____

Billing address_____

City_____ State_____ Zip _____ Telephone (___)_____

Country_____ Province_____

Credit Card# ☐☐☐☐-☐☐☐☐-☐☐☐☐-☐☐☐☐ Expiration Date ☐☐-☐☐☐☐

Signature_____
(required for credit card payment)

Note that if you withdraw your application prior to the generation of correspondence, a processing fee will be retained. Once correspondence is generated, the entire fee is nonrefundable. In addition to the processing fee, NCBE reserves the right to pass along the cost of obtaining records in conjunction with this application.

Mail this form with check or money order, if applicable, to:

NCBE, Intake Department
302 S Bedford St
Madison, WI 53703-3622