$25 MCLE COMITY CERTIFICATE FEE INFORMATION

There is a $25 fee to order comity certificates or to submit a comity certificate for MCLE compliance. The fees cover the processing time and resources required for each.

Ordering Comity Certificates – Comity Certificates for use in Oregon, Idaho or Utah can be ordered online or via mail.

To order a comity certificate online:

- Go to the "mywsba" website at www.mywsba.org. (You must have a valid email adddress on file with the WSBA to be able use the online system).
- Click "Login" in the top right corner of the screen. Login using your bar number and password.
- In the menu on the left side, click MCLE.
- Click the "Request Comity Certificate of MCLE Compliance" link.
- Click on the drop-down menu of reporting period years and select your previous reporting period. This will give you information about ordering a comity certificate.

Washington sales tax will be charged for these orders; it is based on where the product is delivered. Comity certificates will be mailed to the lawyer's primary address on file with the WSBA. (Comity certificates will not be mailed to the Oregon, Idaho, or Utah MCLE offices.)

To order a comity certificate by mail:

- Send a written request and payment to "WSBA –MCLE Comity Certificate Orders" at 1325 Fourth Ave., Ste. 600, Seattle, WA 98101-2539.
- Please include the following:
  - Name
  - Bar number
  - Number of MCLE comity certificates requested
  - The appropriate fee ($25 plus applicable tax)
- Write "MCLE Comity Certificate Order" on the memo line of the check.

To calculate the correct sales tax, go to the Washington Department of Revenue's website at dor.wa.gov and select "I need to **find a sales tax rate** (GIS)." Out-of-state and federal government orders do not pay sales tax.

Submitting Comity Certificate for MCLE Compliance -- A $25 fee is required to submit a Comity Certificate from Oregon, Idaho or Utah. A signed MCLE Compliance Certification (C2) form must also be submitted for compliance.

Questions

If you have questions about comity fees, please contact the WSBA Service Center at 206-443-9722, 800-945-9722 or questions@wsba.org.