

Confirmation Page

Please review to ensure all questions have been answered.

Warning: Clicking "Next" will take you to the payment screen. You will not be able to modify your application after clicking "Next". If you receive an error message STOP and contact Attorney Admissions for assistance.

Fees

Character and Fitness - Initial Fee	\$300.00
=====	
Total Fees	\$300.00

Character and Fitness Directions:

Refer to the Character and Fitness checklist and gather all information prior to completing your online application. *The application must be complete at the time of submission including applicable forms and documents. A status update will be mailed to your address on file once the initial processing is complete.*

The Committee expects you to spend the time necessary to provide accurate and complete answers. You are required to swear/affirm before a notary public that the application submitted is true and complete in all respects, and you will be held in strict compliance with this declaration.

The Committee is required by Supreme Court Rule to assess your diligence. You must complete the research necessary to answer each question. Failure to strictly comply with the requirements of the Application will reflect negatively upon you, and will result in substantial delay to, or potential denial of, your admission to practice law.

Updates and amendments:

During the investigation, you may be asked for additional information or clarification. If this is necessary, the investigation may be significantly prolonged. If you do not respond within thirty days, the investigation will be abandoned until your written response is received.

You are required to advise the Committee of all changes to your Application and/or Character Report occurring from the time of filing until your date of admission.

Mailing requirements:

Within five business days of your electronic submission, the following hard copies must be *received in our office (submitted together in a single mailing)*:

All other documents that you have not uploaded.

Arizona Supreme Court
Committee on Character and Fitness
1501 W Washington St, Ste 104
Phoenix AZ 85007

Timing:

There is no precise time period for processing any file, as every applicant's background is unique. The initial investigation will take a minimum of three months, followed by file assessment by members of the Committee.

The investigation is open and ongoing until at least such time that you are successful on the attorney admission examination. No status will be provided prior to that date, and then only if the Committee has been afforded the time required to complete the initial investigation.

Avoid common errors in completing the Character Report:

Failure to heed the instructions and exact requirements will result in delays in the investigation.

1) Read every question thoroughly, and answer it completely.

- 2) Provide complete and current addresses for all individuals and entities listed.
- 3) Where required by the question, provide information in chronological order by start date.
- 4) Personal and legal references **may not** be listed in any other part of your Character Report.
- 5) Provide **all** documents required by the Character Report. If an official agency (for example law enforcement, court, regulatory board, etc.) advises you that the required documents are not available, you must obtain an official written notice from them that specifically states the documents are unavailable and the reason(s) why (for example, the documents are purged after a given number of years).
- 6) Do not submit a Character Report that is incomplete **in any respect** and expect to amend it at a later date. ***The Character Report must be complete at the time of submission.***

If there are matters pending at the time you submit your Character Report (for example, a civil matter), you may submit the Character Report and provide updates as they occur.

Tips for Completing the Character Report:

Employment history: You may contact the Social Security Administration (telephone 800-772-1213; website ssa.gov) for a report of your earnings history. You may then contact employers listed for the information required.

Previous employer is out of business: You must provide a verifying reference who can affirm that employment. (On the Employment History page, you should choose “verifying reference”, and provide contact information for that person.)

Self-employment: You must provide a verifying reference who can affirm that employment. (On the Employment page, you should choose “verifying reference”, and provide contact information for that person.)

Traffic Citations: Not all traffic citations will appear on your driving record(s). It is your responsibility to contact local or regional law enforcement to obtain information about citations.

References: Select personal and legal references that are willing to provide information to the Committee, and will do so in a timely manner.

Other Information:

The Committee participates in the National Conference of Bar Examiners' national databank which cross-checks applicants to determine if they have filed applications in other jurisdictions.

The Committee independently obtains and reviews credit reports concerning all applicants.

Name Information

[Update Name Information](#)

Title:
First Name:
Middle Name:
Last Name:
Suffix:
Professional Suffix:

Alias Name Information

[Update Alias Name Information](#)

List below all the other names or surnames you have used or been known by and describe when, how, and why your name was changed (e.g. marriage or divorce). If a change was made in a judicial or naturalization proceeding, upload an exact and complete copy of the order or other evidence.

Previous Name	From	To	Name Change Reason	Name Change Documentation
<input type="checkbox"/>				

Personal Information

[Update Personal Information](#)

Social Security Number: xxx-xx-
Date of Birth:
State of Birth:
Country of Birth:

Citizenship:
Comments:

Photograph

We require a passport-type photograph of you only; head, neck, and shoulder, no hat, hoodie, or other item obstructing your head or face; minimum 2" x 2", maximum 2.5 x 2.5 inches. Color or black/white photograph is acceptable.
If you haven't added a photo already, upload one now.

Document	Description	Open
Photograph	<input type="checkbox"/>	[Link to document]

Mailing Address & Contact Information:

[Update Mailing Address & Contact Information](#)

Address Type:
Street 1:
Street 2:
City:
State:
Zip:
County:
Country:

Contact Information:

Primary Phone Number:
Email:

Alternate Email:

Update Residential History

In chronological order, list every permanent or temporary residence, including your current residence, in which you have lived during the past ten years or since age 21, whichever is shorter. Exact address is not required, but city, state and zip code are required for each United States residence.

Address Type	Address Line 1	Address Line 2	City	Country	State	Zip Code	From Month	From Year	To Month	To Year
HOME ADDRESS	<input type="checkbox"/>									

Application Questions Information

Update Application Questions Information

1. Have you ever at any time been dropped, suspended, expelled or disciplined by any school or college for any cause whatsoever, including scholastic deficiency?

If you answered yes above, please provide information in the comments box below

Name of School

Date of occurrence

Detailed description of cause of discipline

Final disposition

Date of disposition

2. Have you ever at any time been questioned or accused with respect to cheating, plagiarism or honor code violation in the course of your schooling or elsewhere?

If you answered yes above, please provide the following information in the comments box below:

Name of school (or, if non academic, site of occurrence)

Date of occurrence

Name of accuser

Detailed description of the situation in which the accusation occurred

Outcome

3. Have you ever applied to take the Arizona bar examination?

If you answered yes above, provide an approximate application date below.

4. Have you been previously admitted to the practice of law in Arizona?

If you answered Yes above, please provide the following in the comments box below:

5. Were you ever the subject of a hearing or hearings related to bar admission or any other professional license?

If you answered Yes above, provide details in the comments box below.

As a member of any profession, a holder of any license or office, or as an attorney:

6. Have you ever at any time had a business, trade or professional license denied or revoked?

If you answered Yes above, provide details in the comments box below.

7. Have you ever had any charges, complaints or grievances (formal or informal) filed against you?

8. Have you ever been reprimanded, censured, suspended, disbarred or otherwise disqualified from professional licensure?

9. Have you ever been accused of or charged with fraud, perjury, misrepresentation, or false swearing in a judicial or administrative proceeding?

10. Have you ever been involved as a party, directly or indirectly, in any disciplinary proceeding, formal or informal?

11. Have you ever resigned in lieu of suspension, revocation, disqualification or disbarment?

12. Have you ever been accused of the unauthorized practice of law in any state or jurisdiction?

13. Are you admitted to the practice of law in New York?

For Applicants Admitted in New York Only: Answer the next three questions

14. What was the date of your admission?

15. If applicable, List the department in which you were admitted:

16. If applicable, List the department(s) in which you have practiced law or been employed as an attorney (list ALL that apply):

Employment and Activity History

17. Were you ever discharged or have you ever resigned from any employment after being told that your conduct or work was unsatisfactory?

18. In the course of any employment since the age of 21 (regardless of current age), have you been accused or charged with dishonesty, misrepresentation, misappropriation, theft, fraud, moral turpitude, or the commission of a crime? Include any situation even if it did not result in discharge, resignation or criminal charge.

Civil and Criminal History:

19. Have you ever applied for or held any professional license for a business, trade or profession other than as an attorney?

20. Has any surety on any bond on which you were the principal been required to pay any money on your behalf?

21. Have you been a party to any type of civil action (including divorce) in the past ten years?

22. Have you ever failed to comply with any court order including, but not limited to, not appearing for jury duty?

If you answered "Yes" to the question above, provide the date and the name and address of the court with your detailed explanation of the circumstances in the comments box below.

23. Have you ever had a complaint filed against you in any civil, criminal or administrative forum, alleging fraud, deceit, misrepresentation, forgery, or legal malpractice?

24. Have you either as an adult or a juvenile, ever been served with a criminal summons, questioned, arrested, taken into custody, indicted, charged with, tried for, pleaded guilty to or been convicted of, or ever been the subject of an investigation concerning the violation of any law, statute, ordinance, rule, regulation, or canon? (In answering the question, include all incidents, no matter how trivial or minor the infraction or whether guilty or not, whether expunged or not, whether you believe or were advised that you need not disclose any such instance).

25. Have you ever been convicted of a felony?

Traffic History

26. In the past ten years, have you received any traffic citations?

Financial History

27. Have you ever had a credit card revoked?

28. Do you have any debts, including student loans, which are more than 90 days past due? Respond affirmatively even if the debt is barred by the statute of limitations.

29. Are you in default in any way in the performance or discharge of any duty or obligation imposed upon you by decree or order of any court, including, but not limited to, civil judgments, alimony, maintenance and support orders and decrees?

30. Other than that listed above, have you ever failed to meet your financial obligations and/or defaulted on any debt or loan?

31. Have you ever filed a petition under any Chapter of the Bankruptcy Code?

32. Do you intend to file, or are you in the process of filing a petition for bankruptcy?

If you answered Yes above, please enter the following in the comments box below:

Self-Disclosure:

33. Is there any other information, incident(s), or occurrence(s) which is not otherwise referred to in your response to this application which, in your opinion, may have a bearing, either directly or indirectly, positively or negatively, upon your ability to practice law actively and continuously? If yes, please explain fully in the comment box below.

[]

Comments:

[]

Proof of Lawful Status Information

[Update Proof of Lawful Status Information](#)

If a citizen of the USA, please upload or mail a legible copy of one of the following documents: 1) birth certificate issued in a US State, territory, or possession. 2) US Passport identification page. 3) valid driver's license issued by a US state within the past ten years. 4) non-license identification card issued by a US state within the past ten years. 5) I-9 form with photograph, or 6) US certificate of naturalization.

If not a citizen of the USA, please upload or mail copies of official documentation of immigration status using the Add Document button below. Then click next.

Document	Description	Open
Legal Documentation	[]	[Link to document]

Education

[Update Education](#)

List all colleges or universities, other than law schools, from which you received a degree.

School	Enrollment Status	Degree	From (Month and Year)	To (Month and Year)
[]	[]	[]	[]	[]

[]	[]	[]	[]	[]
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List all law schools you attended, including the ABA-approved law school from which your Juris Doctor was conferred or is anticipated.

Law School	Enrollment Status	Degree	From (Month and Year)	To (Month and Year)
[]	[]	[]	[]	[]

License History

[Update License History](#)

List every state or entity to which you have applied for or held any professional license for a business, trade or profession other than as an attorney.

List all, even if lapsed, revoked, inactive, or subsequently withdrawn. If the license has no expiration date, leave that field blank.

Name of License Holder	State	License Type	License Number	License Status	License Issue Date	License Expiration Date	Issuing Authority	Comment
[]	[]	[]	[]	[]	[]	[]	[]	[]

Other State Bar Application or Admission

[Update Other State Bar Application or Admission](#)

List every state or foreign country to which you have been admitted by examination, motion, or diploma privilege, or to be reinstated to the bar (even if the application was subsequently withdrawn).

For each entry, for each jurisdiction of admission, please provide a certificate of good standing or letter from whichever entity that jurisdiction(s) maintains the record of your admission and current standing. Examples include, but are not limited to, the Clerk’s Office of the Supreme Court, the Membership Department of the State Bar, or the Disciplinary Grievance Commission.

The document must be an original and dated within two months of filing this application. It must state or attest to your admission date, present standing in that jurisdiction, and disciplinary history in that jurisdiction. A printout from the State Bar or Court website will not be accepted as it does not meet the requirements.

State	Country	License Number	License Status	License Issue Date	License Expiration Date
[]	[]	[]	[]	[]	[]

If License is anything other than Active or Inactive, provide your explanation in the comments box below.

[]

SPECIAL NOTE: IF YOU ANSWERED YES ON SPECIFIC QUESTIONS ABOVE, YOU ARE DIRECTED TO COMPLETE AND UPLOAD ANY OF AN ASSOCIATED FORM(S) BELOW:

Denial or Revocation of License Form

Update Denial or Revocation of License Form

Document	Description	Open
Denial or Revocation of License Form	[]	

Charges Complaints or Grievance Form

Update Charges Complaints or Grievance Form

Document	Description	Open
Charges Complaints or Grievance Form	[]	

Fraud Perjury Misrepresentation False Swearing Form

Update Fraud Perjury Misrepresentation False Swearing Form

Document	Description	Open
Fraud Perjury Misrepresentation False Swearing Form	[]	

Resigned in Lieu of Form

Update Resign in Lieu of Form

Document	Description	Open
Resign in Lieu of Form	[]	

Unauthorized Practice Form

Update Unauthorized Practice Form

Document	Description	Open
Unauthorized Practice Form	[]	

Reprimand Censure Suspension Disbar Disqualified Form

Update Reprimand Censure Suspension Disbar Disqualified Form

Document	Description	Open
Reprimand Censure Suspension Disbar Disqualified Form	[]	

Military History

Update Military History

1. Select whether or not you have been a member of the armed forces of the United States, its reserve components or the National Guard:

[]

*****IF YOU ANSWERED NO ABOVE, PLEASE SKIP TO THE BOTTOM AND CLICK NEXT TO GO TO THE NEXT SECTION.*****

2. If applicable: Which of the Regular armed forces have you served in?

[]

3. If applicable: Which of the reserve components have you served in?

[]

4. If applicable: Which of the National Guard branches have you served in?

[]

5. If applicable: What is/was your serial number?

[]

6. If applicable: What is/was your rank?

[]

7. If applicable: What are/were your dates of service?

8. FOR ACTIVE AND RESERVE PERSONNEL ONLY: Enter the following information in the comments box. Service Type, Present Duty Station, Duty Station Address, Duty Station Telephone Number, Name of Commanding Officer.

While a member of the armed forces of the United States:

9. Were you ever awarded non-judicial punishment?

10. Were you ever court-martialed?

11. Were you allowed to resign in lieu of court-martial?

12. Were you administratively discharged?

13. If you answered Yes above, provide an explanation of the circumstances surrounding the occurrence in the comments box.

14. Were you discharged?

15. Did you receive an honorable discharge?

16. If you answered No to the question above provide the circumstances in the answer box.

Descriptive Language Added in Sections for Sample Only

SPECIAL NOTE: IF YOU ANSWERED YES TO SPECIFIC QUESTIONS, YOU WILL BE DIRECTED TO COMPLETE AND UPLOAD ANY OF AN ASSOCIATED FORM(S) BELOW:

Employment Discharge Form

[Update Employment Discharge Form](#)

Document	Description	Open
Employment Discharge Form	[]	

Employment Dishonesty Form

[Update Employment Dishonesty Form](#)

Document	Description	Open
Employment Dishonesty Form	[]	

Bonding History Form

[Update Bonding History Form](#)

Document	Description	Open
Bonding History Form	[]	

Civil Actions Form

[Update Civil Actions Form](#)

Document	Description	Open
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Civil Actions Form	[]	
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Criminal Cases Form

[Update Criminal Cases Form](#)

Document	Description	Open
Criminal Cases Form	[]	

Drivers History Record

[Update Drivers History Record](#)

Please list every state where you have been licensed to drive during the last ten years (account for the entire ten-year period). For each driver's license listed, provide a current, certified copy of your driving record, even if that record shows no infractions. History must be issued by the jurisdiction for the longest period of time offered. History may not be an unofficial copy or from a third-party vendor.

Country	State of Licensure	License Number	Date Issued	Expiration Date	Status of Driver's License	Document
[]	[]	[]	[]	[]	[]	[Link to document]

Traffic History Form

[Update Traffic History Form](#)

Document	Description	Open
Traffic History Form	[]	

Debts Form

[Update Debts Form](#)

Document	Description	Open
Debts Form	[]	

Bankruptcy Form

Update Bankruptcy Form

Document	Description	Open
Bankruptcy Form	[]	

Declaration

Update Declaration

*The below documentation must be provided to the Committee on Character and Fitness in order to complete processing of your application. You will be prompted to attach/upload some of these documents where applicable in this online application. Otherwise, you must directly mail the supporting documentation, **which should arrive within five days of online submission** in order to ensure timely processing*

Declaration Form – Needs to be signed and notarized before submitting.

Document	Open
Declaration	

Authorization and Release

Update Authorization and Release

*The below documentation must be provided to the Committee on Character and Fitness in order to complete processing of your application. You will be prompted to attach/upload some of these documents where applicable in this online application. Otherwise, you must directly mail the supporting documentation, **which should arrive within five days of online submission** in order to ensure timely processing.*

Authorization and Release Form – Needs to be signed and notarized before submitting.

Document	Open
Authorization and Release	

References Page

[Update References](#)

Please provide three references from reputable and responsible persons you have known at least five years. Also provide three references from attorneys who can provide information about your character. If you do not know three attorneys, you may substitute law professors, judges, or law clients. If you are providing a home address, do not list business or firm name.

Do not list any person who is related to you by blood or marriage, your present supervisor or any person listed elsewhere in this application.

Reference Type	Years Known	Reference First Name	Reference Last Name	Reference Company or Firm	Address	Phone Number	Email Address
[]	[]	[]	[]	[]	[]	[]	[]

This is to certify that the foregoing information is true and correct to the best of my knowledge. (Type your First and Last Name into the Signature field and enter the current date into the Date field.)

Signature: *

Date: *

*Indicates required field.

Descriptive Language Added in Sections for Sample Only