

This checklist will help you navigate the seemingly endless task list for completing the character and fitness portion of your bar application process. You will need to gather many different types of information — and the documents to support them.

ACTION	DETAILS	NOTES	☑
Find your state bar examiner's requirements.	Each jurisdiction determines what information you must submit for your character and fitness application. (See the NCBE's Jurisdiction Information to find details for your specific jurisdiction.)		
Find your state bar examiner's deadline, and register as a law student, if required.	Some jurisdictions require you to register and complete a character and fitness registration at the onset of your law school career. You also have an ongoing duty to supplement your initial application to law school and keep your law school file current with any character and fitness changes. TIP: Find out EARLY what your jurisdiction requires and its due date. Be sure to check out our <i>Amending Your Law School Application Checklist and Sample Letter</i> for more information.		
Gather information early.	Your character and fitness investigation is ongoing. This means even <i>after</i> your bar application is submitted, you are required to supplement it with any issue that may impact your character and fitness determination.		
Obtain law school application(s).	Contact the Law School Admission Council (LSAC) or your law school's records office for copies where necessary.		
Obtain prior bar application(s).	Recall any prior bar applications and obtain the information from your personal records and/or the jurisdiction where you submitted your prior application.		
Obtain education records.	Obtain all high school and undergraduate records and transcripts. Most of these will have been previously submitted in your law school application, but where missing, contact that institution.		

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<p>Obtain residential history.</p>	<p>Recall where you “resided” temporarily or permanently for the period required by your jurisdiction.</p> <p>TIP: You may obtain your residential history from previous years’ tax returns, records from the Social Security Administration, or credit reports.</p>		
<p>Obtain employment history (including periods of unemployment).</p>	<p>Recall part-time, full-time, paid, unpaid, contractor, temporary, military, volunteer work. Also consider externships and internships. Each jurisdiction dictates the length of time you must go back to report, so review your jurisdiction’s requirements.</p> <p>TIP: You may obtain your employment history from the Social Security Administration or from IRS records, military discharge records (DD214), your resume, or online professional profiles.</p>		
<p>Order license records and/or history.</p>	<p>Recall any licenses you hold. Examples: Driver’s License, Professional Licenses, Business License, Trade License, Concealed Weapons License, etc.</p> <p>TIP: You will need license information from the issuing agency along with any licensing sanctions, disciplinary actions, denials and/or revocations.</p>		
<p>Obtain records.</p>	<p>Professional Complaints and/or Professional Discipline: Recall any profession you have engaged in, not just the legal profession, where a complaint may have been made against you or where you have been a person subject to discipline, even if there was no action taken against you.</p> <p>TIP: If you’ve ever had any disciplinary action taken against you, disclose and explain — even where there is no written record.</p>		
	<p>Bond: Obtain a record of any bonds including notary, fiduciary, etc. You should also obtain a record of any bond violation(s) where surety was required to pay on your behalf.</p> <p>TIP: If you’ve ever violated a bond of any nature, disclose and explain — even where there is no written record.</p>		

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<p>Obtain records (continued)</p>	<p>History of any Conduct or Behavior: Academic, mischievous, outrageous and intoxicated conduct are just a few examples that ought to be reported even if you were not criminally charged, but the conduct had an adverse impact on you or another (see jurisdiction for exact requirements).</p> <p>TIP: However slightly you believe the conduct/behavior deviated from the acceptable, disclose and explain.</p>		
	<p>History of any Conditions or Impairments: Physical, emotional and psychological are types of conditions or impairments that some jurisdictions require you to disclose. Include all measures you have taken to remedy the condition or impairment. Check your jurisdiction for specific requirements.</p> <p>TIP: Gather any necessary supporting documents, and this may be the time to research and consider an accommodation for when you take your bar examination. Be sure to check out our accommodation lesson for more information.</p>		
	<p>History of Legal Proceedings: Obtain a Register of Action for any civil, probate, family, bankruptcy, small claims or other cases in which you have been involved, whether you were a litigant, fiduciary, responsible party or other party in the case. See your jurisdiction for specific requirements.</p> <p>TIP: Research each court's website to determine what cases exist.</p>		
	<p>History of Administrative Actions: Unemployment and licensing administrative actions are just a few to consider.</p> <p>TIP: The slightest actions should be disclosed and explained.</p>		

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Order case history of criminal actions.	<p>Include copies of records, including anything dismissed, expunged, subject to diversion or deferred prosecution, or set aside. Good rule of thumb: if you were charged or received a citation, disclose and explain — even if the case was later dismissed.</p> <p>TIP: See jurisdiction for exact requirements.</p>		
Obtain complete violation/citation history.	<p>Driving records are the most applicable, but equally important are records of all matters resulting in a violation or citation. As part of your bar application process, you will submit every state's complete driving history where you have driven (see jurisdiction for specifics) — use these to ensure accurate disclosures.</p> <p>TIP: Go to your Licensing Authority (DMV, Secretary of State, etc.) to order a copy of your complete driving history. Be specific and request a complete history — as you may have a citation for driving a moped before you received your actual driving permit — until present day.</p>		
Provide proof of financial responsibility.	<p>Consider any revocation of credit card or charge account, default on student loans, defaulted debt, past due debt, tax debt, bankruptcy, bank overdrafts, etc., even if you are not the only one on the account.</p> <p>TIP: Order your credit report from all reporting agencies.</p>		
Provide character references.	<p>Contact and ask any non-relatives — who have known you for an extended period, are not currently living with you, and are ideally from every locality where you have resided — if they would consider acting as a reference to your character. Make a list of current contact information and notify them that they will be called upon during your character and fitness investigation — and stress the importance of candid responses.</p> <p>TIP: Check your jurisdiction for exact requirements.</p>		
Supply required disclosures.	<p>FULL DISCLOSURE AND ABSOLUTE CANDOR IS REQUIRED. WHEN IN DOUBT — DISCLOSE AND EXPLAIN.</p>		