

APPLICATION WITHOUT EXAMINATION CHECKLIST

The following items must be submitted in order for your application to be accepted and processed. Documents are uploaded to your online application. Fingerprint cards are requested by emailing SD.BarExaminers@ujs.state.sd.us and providing your mailing address.

- _____ South Dakota Application for Admission to Practice Law. Include:
- A. Application.
 - B. Recent (within past 6 months) photograph of applicant.
 - C. Copy of law school application(s) for any school listed in PART TWO, with amendments and corrections made to said application(s) during law school career.
 - D. Dean's Certificate of Study.
 1. The completed certificate if you have graduated from law school, or
 2. Applicant's prepared and signed statement that the dean will send it to the Board of Bar Examiners upon graduation.
- _____ NCBE Standard Request for Preparation of a Character Report Application.
- A. Application
 - B. Signed Acknowledgement of Complete Application
 - C. Signed Authorization and Release form
 - D. Payment confirmation receipt
- _____ South Dakota DCI fingerprint card in envelope provided.
- A. Personal Identification information is complete.
 - B. Authorization and release **on back of card is completely filled out, witnessed, and signed.**
 - C. Fully rolled set of fingerprints printed by local law enforcement agency.
- _____ FBI fingerprint card in envelope with DCI fingerprint card. Use SD ORI cards only.
- A. Personal Identification information is complete.
 - B. Fully rolled set of fingerprints printed by local law enforcement agency.
- _____ Documentary evidence showing active, continuous practice of law for three (3) of the last five (5) years immediately preceding application. Original and one copy of:
- A. A certified copy of the application for admission to the bar in each jurisdiction in which the applicant has previously been admitted to practice law.

- B. A certification of admission to practice by the admitting authority in each jurisdiction that the applicant identified in Part Three as having admitted the applicant to the bar.
- C. A certification from the proper authority in each jurisdiction where the applicant has been admitted, stating the applicant is in good standing.
- D. A certification by the attorney disciplinary authority in each jurisdiction where the applicant has been admitted to the bar of the applicant's disciplinary history and indicating whether the applicant is the subject of a pending complaint or charge of misconduct.
- E. A copy of the rule in the state in which the applicant has been practicing law which allows South Dakota attorneys substantially similar admission without examination.