

# 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](mailto:SD.BarExaminers@ujs.state.sd.us) and providing your mailing address.

## South Dakota Application to Practice Law by Motion Checklist

- ☐ South Dakota Application
- ☐ Application fee of \$650.00 (cashiers check or money order if submitting by mail)
- ☐ Recent photograph (within 6 months)
- ☐ Statement showing active, continuous practice of law for three of the last five (5) years immediately preceding application.
- ☐ 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 or letter regarding destroyed application.
- ☐ Dean Certificate of Study
- ☐ NCBE Standard Request for Preparation of a Character Report Application
- ☐ NCBE Payment confirmation receipt
- ☐ Signed NCBE Authorization and Release Form
- ☐ Signed Acknowledgment of a Complete Application
- ☐ A certified copy of the application for admission to the bar in each state jurisdiction in which the applicant has previously been admitted to practice law or a letter regarding destroyed application.
- ☐ A certification of admission to practice by the admitting authority in each state jurisdiction that the applicant identified in Part Three as having admitted to the applicant to the bar.
- ☐ A certification from the proper authority in each state jurisdiction where the applicant has been admitted verifying the applicant is in good standing.
- ☐ A certification from the attorney disciplinary authority in each state jurisdiction where the applicant has been admitted indicating the applicant's disciplinary history, and whether applicant is currently the subject of any pending complaints or charges of misconduct.
- ☐ 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.
- ☐ FBI and DCI fingerprint card packet, including return envelope. (Use SD ORI cards only)
- ☐ \$50.00 fingerprint processing fee (certified check or money order to South Dakota DCI)