

# INSTRUCTIONS TO LAW STUDENT APPLICANTS

APPLICATION PACKETS SHOULD INCLUDE: APPLICATION FOR LAW STUDENT REGISTRATION, A DEAN'S CERTIFICATION, AUTHORIZATION AND RELEASE FORM, TWO (2) FINGERPRINT CARDS, AND ABI RELEASE FORM.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO READ THE APPLICATION AND THE RULES GOVERNING ADMISSION TO THE ALABAMA STATE BAR.

ABSOLUTE AND COMPLETE CANDOR IS REQUIRED. FAILURE TO BE COMPLETELY CANDID MAY RESULT IN DENIAL OF CERTIFICATION. EVERY QUESTION MUST BE ANSWERED. IF A REQUEST FOR INFORMATION IS NOT APPLICABLE, SO STATE.

1. **ANSWERS MUST BE TYPEWRITTEN;** THE APPLICATION WILL BE RETURNED OTHERWISE.
2. **COPY THE APPLICATION FOR YOUR RECORDS.**
3. **ANSWER ALL REQUESTS FOR INFORMATION FULLY AND COMPLETELY.** PROVIDE FULL NAMES, DATES, ADDRESSES AND ZIP CODES (APPLICATION SUBJECT TO BE RETURNED IF COMPLETE ANSWERS ARE NOT GIVEN.) AVOID USE OF ABBREVIATIONS.
4. **IF ADDITIONAL SPACE IS NEEDED TO COMPLETE AN ANSWER, USE PLAIN WHITE PAPER OF THE SAME SIZE AS THE APPLICATION.** USE ONE SIDE OF THE PAPER ONLY. DO NOT USE THE BACK OF THE APPLICATION TO COMPLETE ANSWERS. NUMBER RESPONSES THEREON TO CORRESPOND WITH THE QUESTION BEING ANSWERED AND PROVIDE THE INFORMATION IN THE SAME MANNER AS REQUESTED HEREIN. THE SPACES PROVIDED MUST BE UTILIZED BEFORE COMPLETING ANSWERS ON ATTACHED SHEETS.
5. **CHARACTER REFERENCES** SHOULD NOT BE RELATED TO YOU BY BLOOD OR MARRIAGE.
6. **FINGERPRINT CARDS:** COMPLETE ALL BLANKS EXCEPT FOR OCA, FBI AND MISCELLANEOUS NUMBER. BE SURE YOU HAVE SIGNED AND DATED THE CARD. COMPLETE THE ABI RELEASE FORM, AND ATTACH THE FORM TO YOUR FINGERPRINT CARDS. THIS DOCUMENT MUST BE WITNESSED BY TWO (2) WITNESSES **OR** NOTARIZED BY A NOTARY PUBLIC, AND MUST BE ACCOMPANIED BY A CASHIER'S CHECK OR MONEY ORDER IN THE AMOUNT OF \$25.00, MADE PAYABLE TO : **ALABAMA BUREAU OF INVESTIGATION.**
7. **STUDENT REGISTRATION FEES:** ATTACH YOUR FEES TO YOUR APPLICATION. MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO THE **ALABAMA STATE BAR.** SEE RULE I, OF THE RULES GOVERNING ADMISSION.

THE APPLICATION IS CONSIDERED ON-GOING, AND YOU MUST FILE AN AMENDMENT IMMEDIATELY OF THE OCCURRENCE OF ANY EVENT THAT WOULD CHANGE ANY ANSWER ON THE APPLICATION. THE AMENDMENT REQUIREMENT CONTINUES FROM THE DATE FILED UNTIL YOU TAKE THE OATH AS AN ATTORNEY. FAILURE TO FILE A TIMELY AMENDMENT MAY RESULT IN DENIAL OF CERTIFICATION OR WITHDRAWAL OF A PREVIOUSLY GRANTED CERTIFICATION.

YOU SHOULD BE AWARE THAT THE APPLICATION FORM AND THE RULES GOVERNING ADMISSION CHANGE FROM TIME TO TIME. IF EITHER IS DATED MORE THAN A YEAR PAST, YOU SHOULD CHECK TO BE SURE YOU HAVE THE CURRENT MATERIALS.