



## **Step-by-Step Instructions for Submitting an ALAP Application**

**NOTE:** *If you sat for the UBE in Arizona and **you have already submitted** your (1) completed FBI fingerprint card, (2) completed character and fitness application, (3) valid MPRE score report, and (4) you have completed the Arizona Law Course, you do not need to re-submit or complete these items again, and you may proceed to STEP SIX.*

### **STEP ONE: Request and submit a completed FBI fingerprint card.**

If you have NOT already submitted a completed FBI fingerprint card, you will need to email a request for the standard FBI fingerprint card to Attorney Admissions at [attorneyadmissions@courts.az.gov](mailto:attorneyadmissions@courts.az.gov) and provide your current mailing address in your email. Please put "Fingerprint Card Request" in the subject line of your email. Live-scan or ink prints must be affixed to the card. **To ensure timely processing, the completed fingerprint card should be mailed so that it arrives within 5 days of your application submission.**

### **THIS IS THE ONLY DOCUMENT TO BE MAILED TO OUR OFFICE.**

Mail completed fingerprint card to:

Arizona Supreme Court  
Attorney Admissions  
1501 West Washington Street, Suite 104  
Phoenix, AZ 85007

### **STEP TWO: Establish account for Attorney Admissions in Arizona.**

If you did NOT sit for the UBE in Arizona, you will need to create an account for Attorney Admissions in Arizona. You may easily do so by clicking on the red "Register" button located in the top, right-hand corner of the [Arizona Supreme Court Attorney Admissions](#) webpage. Once you have an Attorney Admissions account, you will be able to submit your applications and upload all supporting documentation required for both your Character and Fitness application and your ALAP application.

### **STEP THREE: Complete and Submit your Character and Fitness application.**

You MUST submit a Character and Fitness application before you can be certified eligible for ALAP licensure. To complete a Character and Fitness application and for general information, checklists, fees, and other forms, please visit [Character & Fitness -- Application & Information](#).

### **STEP FOUR: Submit a valid MPRE score.**

You will need to submit evidence of a minimum passing score of 85 on the MPRE. If you have NOT taken the MPRE, you will need to take the exam and submit a passing MPRE score before you can be eligible for ALAP licensure. To request that NCBE send an MPRE score report or to register to take the next scheduled MPRE, visit NCBE's website at <https://www.ncbex.org>.

**STEP FIVE: Completion of Arizona Law Course.**

For registration information on how to fulfill this requirement, please visit the Arizona Law Course Online Registration <https://www.azcourts.gov/educationservices/Committees/JCA/Online-Registration>. Your completion of all online modules triggers an internal notice to our staff, so you do not need to upload or submit a certificate of completion.

**STEP SIX: Complete and submit an ALAP application.** *If you sat for the UBE in Arizona, we already have your UBE score and proof of graduation, so you do not need to upload proof.*

If you did NOT sit for the UBE in Arizona, you will need to provide the following proof of eligibility as part of your ALAP application:

- ✓ Upload or transmit an official UBE score transcript from NCBE showing a score of 260-269 on an exam administered after July 1, 2023. Instructions for requesting an official UBE transcript can be found on the UBE Score Transcript Services page on NCBE's website at <https://www.ncbex.org>.
- ✓ Upload proof of graduation from an ABA-accredited law school, using one of these three options: a copy of your diploma, an official transcript from your law school, or a current, official letter from your law school indicating JD conferral.

**All ALAP applicants MUST secure qualifying employment and have a qualified supervising attorney before an ALAP license can be issued.**

Applicants who HAVE NOT secured qualifying employment will be asked to acknowledge that to remain eligible for ALAP licensure, applicants must secure qualifying employment and have a qualified supervising attorney in a public law firm or in a rural area, for at least 30 hours of paid work per week, within 12 months following September 1, 2024, or the UBE score notification date, whichever is later. A "rural area" is defined as any Arizona county with a population of fewer than 600,000 in the most recent census. "Public law" is defined as providing legal services for a government or non-profit public law firm.

**STEP SEVEN: Submit a completed, signed ALAP Supervising Attorney Affidavit.**

If you HAVE secured qualifying employment, your supervising attorney will need to complete and sign the [ALAP Supervising Attorney Affidavit](#) for our review. Once your supervising attorney completes and signs the affidavit, you will need to upload the affidavit to your account.

**All ALAP applicants MUST secure qualifying employment and have a qualified supervising attorney before an ALAP license can be issued.**

**STEP EIGHT (if applicable): Upload evidence of Certified Limited Practice Graduate.**

If you were a Certified Limited Practice Graduate and are seeking credit under ALAP for supervised practice time, please upload a copy of your certificate, issued by the Arizona Supreme Court Clerk's Office.

**ALAP Application Checklist – Quick Recap:**

- ✓ Mail Completed FBI Fingerprint Card.
- ✓ Establish Account for Attorney Admissions in Arizona (if applicable).
- ✓ Complete and Submit Character & Fitness Application.
- ✓ Provide MPRE Score & Date.
- ✓ Complete Arizona Law Course.
- ✓ Provide UBE Score & Date.
- ✓ Upload Evidence of Graduation (if applicable).
- ✓ Complete and Submit ALAP Application.
- ✓ Upload Completed and Signed ALAP Supervising Attorney Affidavit (if qualifying employment secured).
- ✓ Upload Certificate for Certified Limited Practice Graduate (if applicable).