

## FORM TO REQUEST CERTIFIED OR NON-CERTIFIED COPY OF ADMISSIONS APPLICATION

*For individuals seeking a copy of their admission application, certified or not-certified.* Complete this form to request a copy of your admissions application. Requests for copies of admissions applications are accepted from the applicant only. Copies are \$35 each; allow 7 to 10 business days for processing. For security purposes, the copy will be mailed to the address listed below in Part B.

- ASD/ADMISSIONS USE ONLY -

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Rec'd Date: \_\_\_\_\_  
 Staff: \_\_\_\_\_  
 Applicant Number: \_\_\_\_\_  
 Box Number: \_\_\_\_\_

### PART A: CONTACT INFORMATION

Be sure to include a current email address and phone number.

Name: _____	Request Date: _____
Name Used on Application: _____	Date of Birth: _____
Address: _____	Last 4 Digits of SSN: _____
_____	NE License # (if applicable): _____
_____	Application Date (mon/yr): _____
_____	Application Type: Exam
City State ZIP	Motion
Email: _____	Copy Type: Certified
Phone: _____	Not Certified

### Part B: WHERE TO SEND THE APPLICATION COPY

Indicate where your copy is to be sent. Do not type in "same as above"; provide the complete mailing address even if it is a repeat of the address above.

Name: \_\_\_\_\_

Company or Org.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City State ZIP

Phone: \_\_\_\_\_

### Part C: PAYMENT OPTIONS

Copies are \$35 each; indicate how you will pay the fee.

- Option 1** Include a check payment mailed in with this form.  
 Make out checks to the Nebraska State Bar Commission.
- Option 2** Pay by credit card using the following link: [http://ne.gov/go/nsc\\_attorney\\_services\\_division](http://ne.gov/go/nsc_attorney_services_division)  
 (choose "Certified Copy of Bar Application" for the drop down item - enter the name of the attorney who the copy is for). We will receive an email when payment has been made.  
 The copy cannot be completed until payment has been received.

Return your completed form to NSC Attorney Services Division Attn: Admissions, PO BOX 98910, Lincoln, NE 68509-8910 Phone: 402-471-2834; Email: [nsc.attyadmissions@nejudicial.gov](mailto:nsc.attyadmissions@nejudicial.gov)