



Procedure for Retaking LPP Licensing Exam

Per [UCJA rule 15-707](#)(e), an applicant who did not pass a Licensure Examination who wishes to retake it must file a [Reapplication for Licensure](#) form that updates any information that has changed since the last application was filed. However, if it has been two or more years since the applicant submitted a full application, then the applicant should fill out the regular [application](#).

The applicant must submit the complete Reapplication, all required documentation including a new criminal background check, and the prescribed fee no later than the retake deadline. Late applications will not be accepted.

An applicant who does not pass the Licensure Examination after six attempts may only take an additional examination with the permission of the LPP Admissions Committee. The applicant must submit a petition providing good cause as to why the LPP Admissions Committee should grant such a request, and this must be filed by the retake deadline.

NOTE: The retake deadline is the same as the general application deadline for the next administration of the licensing exam. See [UCJA Rule 15-707](#). The prescribed filing fee associated with an applicant's submission of the Reapplication for licensure form is \$100 per practice area requested. Payment must be paid by credit or with a debit card. Please note that the Utah State Bar no longer accepts checks. Please fill out the [Payment Form](#) and submit it with your application. If you wish to pay over the phone, please indicate that on the Payment Form. LPP Admissions will contact you once the Bar receives your reapplication package and give instructions on how to pay over the phone.

Hard copies of your application and supplemental documents may be mailed to or dropped off at:

Utah State Bar
LPP Reapplication
645 S. 200 E.
Salt Lake City, Utah 84111