

# APPLICATION CHECKLIST

## Licensed Paralegal Practitioner (LPP) Examination

*Review your application carefully. This checklist is meant to be a guide and does not list every possible document that may be required. It is your complete responsibility to ensure that all required documentation has been received by the Bar before the deadline. See [LPP Website](#) for documents.*

### Documentation completed by Applicant:

- LPP Examination Application.

### Documentation to be submitted with completed application:

- Passport-style photograph.
- Proof of Identity: Government-issued picture identification.
- Proof of citizenship or proof that you may legally work in the U.S. (passport, birth certificate, visa, naturalization certificate, Permanent Resident card, etc.). Please note that a driver's license is NOT sufficient proof.
- LPP Applicant Verification and Acknowledgment (signed in pen and notarized less than 30 days before submitting the application).
- LPP Authorization and Release (signed in pen and notarized less than 30 days before submitting the application).
- Notification of Release of Information (signed in pen and notarized less than 30 days before submitting the application).
- Examination Regulations and Code of Conduct (signed in pen and notarized less than 30 days before submitting the application).
- Three-year driving history record from every state in which you have held a license in the last three years (dated less than 30 days before submitting the application).
- [FBI Criminal Background Report Declaration](#) (signed in pen with proof of mailing attached) OR complete [FBI Background](#) Report dated less than six months prior to submitting the application. Fingerprint Card Instructions.
- Educational Requirement.** Official Transcripts verifying that you meet the minimum educational requirements OR documentary proof that you have obtained one of the credentials listed in [UCJA Rule 15-703\(a\)\(3\)\(E\)](#).
- Specialized Course of Instruction** from Utah Valley University. Provide a copy of the Certificate of Completion. See [UCJA Rule 15-703\(b\)](#).
- Substantive Law-Related Employment Requirement (1500 Hours).** Substantive Law-Related Employment Certification Form signed by your supervising attorney (use extra copies as necessary). See [UCJA Rule 15-703\(c\)](#).
- Official Transcripts from every college and university that you have ever attended. Hard copies must remain unopened in the school's sealed

envelope. Electronic copies must be sent to [lpp@utahbar.org](mailto:lpp@utahbar.org). *Please note that you can likely order transcripts for schools that are now closed. Please search the internet to find the organization housing the school's transcripts.*

- Four Character References. The individual providing the reference should seal it in an envelope and sign over the seal. Do NOT open the references. Unsigned or opened references will not be accepted.
- Declaration of Application Completion (dated less than 30 days before submitting the application).

**If Applicable:**

- Those requesting up to 750 credit hours towards the Substantive Law-Related Experience Hours under [UCJA Rule 15-703\(d\)](#):
  1. Satisfy all requirements under paragraph (d) including providing an Official Transcript of classes (unopened hard copy or electronic copy sent to [lpp@utahbar.org](mailto:lpp@utahbar.org)).
  2. Specify the number of hours the applicant is requesting credit for and for which classes.
  3. For credit to apply to a specific practice area, the Applicant must specifically request that a course apply and also demonstrate that the course covers the specific area of practice.
- A licensed attorney must provide a Certificate of Good Standing from every state in which they are licensed (dated less than 30 days before submitting the application).
- A licensed attorney must provide a Disciplinary History from every state in which they are licensed (dated less than 30 days before submitting the application).
- Amendment to Application for Admission. If you have submitted your application but find you need to make an amendment, fill out this form and submit it along with whatever you are updating.

**Documentation to be submitted *if applicable (required by specific questions)*:**

- Educational Discipline.
- Employment Discipline.
- Bar Complaints.
- Other licenses – copy of the license and a Certificate of Good Standing if available.
- Unauthorized Practice of Law (UPL): all applicable documents.
- Child and/or Spousal Support: provide a copy of your support payment history or affidavit from recipient confirming you are up to date on your payments.
- Other.

**Forms along with corresponding documentation to submit *if applicable* (required by specific questions).** Use as many forms as necessary to provide the requested information.

- Form 1 -Record of Military Service, with DD-214(s) and/or OER(s) or NCOER(s).
- Form 2 - Bonding Companies.
- Form 3 -Record of Civil Actions, and 3A Record of Administrative Actions. Attach court documents.
- Form 4 – Record of Criminal Cases, and Form 4T – Record of Traffic Cases. Attach police reports and court documents.
- Form 5 – Record of Bankruptcy or Insolvency. Attach Petition, Schedules, and Orders attached.
- Form 6 Record of Debts and Defaults, 6T Record of Late Tax Payments/Arrearages, and Form 6TL – Record of State and Federal Tax Liens.
- Form 7 – Record of Conduct.
- Form 8 – Self Disclosure and Additional Information.
- Proof you are current on child and/or spousal support.
- Documentation related to discipline or an investigation conducted by a college or a law school.
- Documentation relevant to action taken against a professional license.
- Documentation related to failure to comply with a court order.
- Courtesy Provisions for Health-Related Conditions.
- Medical Alert Form.
- Test Accommodation Documentation (see *General Guidelines*).

**Documentation completed by and sealed in an envelope by a third party:**

- One General LPP Character Reference Form
- One Employer LPP Character Reference form.
- One Attorney LPP Character Reference Form
- One Employer or Attorney LPP Character Reference Form

**Documentation completed by a third party and sent directly to the Bar:**

- Law school graduates ONLY: Certificate of Law School Graduation

All of the above documents must be received before you submit your Declaration of Completion and before your application will be accepted for processing EXCEPT:

(1) Completed FBI Background Check (if the FBI Declaration form and proof are uploaded in its stead). You must submit your FBI Background Check results as soon as you receive them.

