



## TENNESSEE BOARD OF LAW EXAMINERS

511 UNION STREET, SUITE 525  
NASHVILLE, TN 37219

[WWW.TNBLE.ORG](http://WWW.TNBLE.ORG) | [BLE.ADMINISTRATOR@TNCOURTS.GOV](mailto:BLE.ADMINISTRATOR@TNCOURTS.GOV)

**DEADLINES:** THE DEADLINE FOR RECEIPT OF THIS FORM IS **DECEMBER 20 FOR A FEBRUARY EXAM AND MAY 20 FOR A JULY EXAM.** FORMS MAY BE SECURELY UPLOADED BY THE LAW SCHOOL. FOR THE LINK, CONTACT [BLE.ADMINISTRATOR@TNCOURTS.GOV](mailto:BLE.ADMINISTRATOR@TNCOURTS.GOV)

### LAW DEGREE (J.D.) VERIFICATION AND DEAN CERTIFICATION FORMS AND INSTRUCTIONS

Each First-Time Applicant by Examination<sup>1</sup> or UBE Transfer Applicant<sup>2</sup> to the Tennessee Bar must have submitted verification of the law degree and certifications of character and fitness from **every law school** the applicant attended. Tenn. Sup. Ct. R. 7, Sec. 6.06. **The attached forms are required to be completed by the law schools for any First Time or UBE Transfer applicant to the Bar of Tennessee. Pages 2 -4 for all applicants, and page 5, where applicable, must be received on or before December 20 for a February UBE administration or May 20 for a July administration.**<sup>3</sup> Included are the following forms:

I. **Applicant's Authorization and Release** (Page 1): To be completed by the Applicant

INSTRUCTIONS: Complete the Authorization and Release Form (page 1) and sign under oath and in the presence of a notary. Complete the information in the box at the top of each form and **forward all pages to your law school(s) with the Authorization and Release form.** An electronic notarial acknowledgement is permitted. If your school permits, you may instead sign this under penalty of perjury and must state that above your signature. The completed forms must be mailed or uploaded directly by your law school to the office of the Tennessee Board of Law Examiners so that the form is received by the deadline for applications. The burden is on the Applicant to ensure timely filing of the Law Degree Verification and Dean Certification, as such, it is recommended you provide the form to your law school with sufficient time prior to the deadline for the school to complete and send the form.

II. **Law Degree Verification Form and Certificate of Dean of Law School** (Pages 2,3 and 4): To be completed by Law School

INSTRUCTIONS FOR LAW SCHOOLS: Once complete, this three page form must be mailed directly to the office of the Tennessee Board of Law Examiners (address above) or uploaded using the link provided by the TBLE and not sent to the student. The form must be **received by** December 20 for a February examination and May 20 for a July examination. If grades and graduation information are not available, the school can submit the form with the anticipated graduation date and submit the Late Degree Confirmation Form (Item III) to verify completion of all requirements for graduation. This form is also used if the Applicant attended but did not graduate from a law school.

III. **Late Confirmation of Degree Form** (Page 5): To be completed by the Law School if not graduated at time of completing pages 2 and 3, above

This form is retained by the school and used to verify completion of all requirements for graduation if Applicant had not completed requirements for graduation when the Law Degree Verification form was submitted. The form must be received by the Board of Law Examiners directly from the law school on or before the Friday immediately preceding the dates of the exam or the Applicant will not be eligible to sit for the examination.

IV. **Non-ABA Accredited Law School Disclosure** (Page 6): For non-ABA, non-TN approved law school

INSTRUCTIONS: Applicants seeking admission by examination who attended a law school approved by the state in which it is located but not ABA accredited, pursuant to Tenn. Sup. Ct. Rule 7, Section 2.02(c), must provide certain additional law school disclosures. Please complete this form and return on or before the deadline. NOTE: This information is not required from ABA accredited law schools and law schools located in Tennessee that are approved pursuant to Tenn. Sup. Ct. R. 7.

**IMPORTANT NOTE REGARDING DEADLINE:** Applicants to the Bar of Tennessee are responsible for ensuring that all documents are submitted to the Board of Law Examiners (TBLE) in a timely manner. As such, the Applicant must submit the Law Degree Verification to the law school with sufficient time for it to be processed by the school and mailed or uploaded to the TBLE office prior to the deadline for applications, which is **December 20 for a February examination and May 20 for a July examination.** The Board of Law Examiners will not consider forms received after the deadline and the Applicant will not be eligible to sit for the examination regardless of delays by law school. For the link to securely upload forms, the law school should contact [BLE.ADMINISTRATOR@TNCOURTS.GOV](mailto:BLE.ADMINISTRATOR@TNCOURTS.GOV).

<sup>1</sup> Rule 7, Sec. 3.01

<sup>2</sup> Rule 7, Sec. 3.05

<sup>3</sup> If the deadline falls on a weekend or holiday, the deadline is the following business day.

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**AUTHORIZATION AND RELEASE OF APPLICANT**

TO BE COMPLETED BY APPLICANT:

I, \_\_\_\_\_ (NCBE #N \_\_\_\_\_) hereby give my consent to the Tennessee Board of Law Examiners (the "Board") to conduct an investigation as to my character and fitness and to make inquiries and request such information from third parties as, in the sole discretion of the Board, is necessary to such investigation. I understand that this investigation includes release of my education, medical, criminal, mental health and financial records, including formal, informal, pending or closed discipline matters and documentation. I understand that the information obtained by the Board will be used in the in the course of the Board's investigation and evaluation of my character and fitness and authorize such use by the Board.

I authorize and request every person, firm, company, corporation, governmental agency, court, association or institution including institutions of higher education, having control of any documents, records, education records and other information pertaining to me to furnish to the Tennessee Board of Law Examiners any such information, including documents, education and other records, or any other pertinent data, and to permit the Tennessee Board of Law Examiners or any of their agents or to review, obtain copies of, and use those documents, records, and other information.

I hereby release, discharge and exonerate the Tennessee Board of Law Examiners, Institutions of Higher Education, their agent, employees and representatives, and any persons or organizations supplying information in connection with this application or the investigation, from any and all liability of every nature and kind arising out of the disclosure of information or documents relating to Board's investigation.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

[OPTIONAL: May use electronic notarial acknowledgement]

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ (Notary seal)

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_.

To be completed by the Applicant: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

[ ] Exam Applicant  
[ ] UBE Transfer Applicant

# LAW DEGREE VERIFICATION FORM

TENNESSEE BOARD OF LAW EXAMINERS  
511 UNION STREET, SUITE 525  
NASHVILLE, TENNESSEE 37219

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I, \_\_\_\_\_, hereby certify that I am the \_\_\_\_\_ of \_\_\_\_\_; that \_\_\_\_\_ entered the law school of said college on \_\_\_\_\_; and that Applicant \_\_\_\_\_

(name of law school official) (title) (law school) (name of applicant) (date)

- has completed all requirements for graduation. The date of the graduation is/was: \_\_\_\_\_ (date).
- is on course to complete all requirements for graduation and will have the number of credit hours required for graduation prior to the date of the bar examination. **If this box is selected, the school must submit the Late Degree Confirmation Form (See Page 4) as soon as possible upon completion of the coursework, certifying that the Applicant successfully completed the requirements for graduation and the date the degree was or will be conferred. The form must be submitted on or before the Friday immediately preceding the exam.**
- will not complete all requirements for graduation or have the number of credit hours required for graduation prior to the date of the bar examination.
- withdrew or otherwise left this law school prior to graduation (please explain): \_\_\_\_\_.

Said Law School is: (check one)

\_\_\_\_\_ (a) Accredited by the American Bar Association (ABA).  
 \_\_\_\_\_ (b) Approved by the Tennessee Board of Law Examiners although not accredited by the ABA.  
 \_\_\_\_\_ (c) Neither of the above. (See page 5.)

I further certify that there [ ] are [ ] are not matters known to me or contained in the graduate's record which may deprecate the graduate's good moral character. If there are matters known or contained in the file, I have appended documents fully explanatory of those matters, and have marked the appropriate items below.

Do the records in your office reflect that the applicant has ever been:	YES	NO
1. arrested? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. accused of a violation of trust? .....	<input type="checkbox"/>	<input type="checkbox"/>
3. dropped from any educational institution? .....	<input type="checkbox"/>	<input type="checkbox"/>
4. suspended from any educational institution? .....	<input type="checkbox"/>	<input type="checkbox"/>
5. expelled from any educational institution? .....	<input type="checkbox"/>	<input type="checkbox"/>
6. asked to resign from any educational institution? .....	<input type="checkbox"/>	<input type="checkbox"/>
7. otherwise disciplined by any educational institution? .....	<input type="checkbox"/>	<input type="checkbox"/>
8. a party to legal proceedings? .....	<input type="checkbox"/>	<input type="checkbox"/>
9. a party to proceedings before an administrative agency?.....	<input type="checkbox"/>	<input type="checkbox"/>
10. found to have used a behavioral health issue as an excuse for behavior*? .....	<input type="checkbox"/>	<input type="checkbox"/>
11. denied admission to the Bar of any other state? .....	<input type="checkbox"/>	<input type="checkbox"/>
12. delinquent in any financial obligations? .....	<input type="checkbox"/>	<input type="checkbox"/>

The information furnished above is given with the understanding that it will be revealed to no one not interested in the applicant's admission to the Tennessee bar, and it is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Date) (Signature of law school official – electronic: "/s/typed name)

\* Used alcohol or drug use or other behavioral health issue as an excuse for behavior; for example: excessive absences or tardiness, conflict with fellow student, teacher, co-worker, spouse, family member, etc. or similar was caused by depression, anxiety, drug use, etc.

**CONTINUED NEXT PAGE**

To be completed by the Applicant:

- Exam Applicant
- UBE Transfer Applicant

Name of Applicant \_\_\_\_\_

## DEAN CERTIFICATION OF CHARACTER AND FITNESS

**NOTE: ABSOLUTE DEADLINE FOR RECEIPT OF ORIGINAL FORM FOR EXAM APPLICANTS. APPLICANT IS RESPONSIBLE FOR ENSURING RECEIPT OF ORIGINAL ON OR BEFORE DEADLINE OF DEC 20 FOR FEB/MAY 20 FOR JULY.**

To the Law School Dean or Designated Official:

Please provide the following information to assist us in evaluating the applicant’s character and fitness for admission to the Tennessee bar. Your answers should be based on the school’s records, as well as the personal knowledge of the applicant.

	<b>YES</b>	<b>NO</b>
1. Did your law school ever determine, within its discipline system that there was “probable cause” to believe that the applicant had violated the policies or honor code of the law school or the campus code of conduct? If so, please attach a description of the matter and its disposition (including sanctions, if any).	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the applicant fail to disclose or provide late disclosures of any arrest, discipline, or other infraction that was required to be disclosed on the law school application or disclosed at the time of such event? If so, please attach such disclosures, law school application and any response from the school regarding the disclosures.	<input type="checkbox"/>	<input type="checkbox"/>
3. While engaging in law school activities including, without limitation, clinical courses and student bar association activities, did the applicant breach any professional or fiduciary obligation or violate any law or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has your law school determined that the applicant filed false charges against fellow students, professors, or other members of the law school community?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the applicant in default on any financial obligations to the law school or on student loan?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the administration of the law school received any complaints—regardless of disposition—alleging dishonesty or breach of an obligation or duty on the part of the applicant? If so, please attach a description of these complaints and their disposition.	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the applicant exhibited conduct that suggests the applicant lacks the mental and/or emotional stability necessary to practice law, or that the applicant abuses or is addicted to alcohol or drugs?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there any additional information that you wish to provide or do you wish to give the names and addresses of others with pertinent information?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “Yes” to any question above, please attach to this form an explanation of your answer.

Based on the above, do you recommend the applicant’s admission to the practice of law?     Yes     No\*     With Reservations\*

I certify that a review of the applicant’s file maintained by this law school has been conducted and that the information provided above is true and correct.

\_\_\_\_\_  
Signature – electronic: “s/typed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

(School Seal if available)

\*If No or With Reservations, please attach an explanation.

**CONTINUED NEXT PAGE**

To be completed by the Applicant: _____ Name of Applicant	<input type="checkbox"/> Exam Applicant <input type="checkbox"/> UBE Transfer Applicant
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# AUTHENTICATION & CONTACT INFORMATION

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Name of school official completing the forms: \_\_\_\_\_

Title of official completing the forms: \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Website: \_\_\_\_\_

For Law Degree Verification Forms being submitted via the upload link, please attach a copy of your listing (name and position) in the law school directory or handbook or a copy of your ID badge.

The TBLE understands that due to the COVID-19 pandemic, law school personnel might not have access to supplies to mail this form. The Board has established an upload link for use by law school administration and faculty only for the purposes of uploading the Law Degree Verification form. To obtain the link, please email [BLE.Administrator@tncourts.gov](mailto:BLE.Administrator@tncourts.gov). A new link is created for each examination administration and may be used only by the law school for Law Degree Verification documents.

To be completed by the Applicant:  Name of Applicant _____	<input type="checkbox"/> Exam Applicant <input type="checkbox"/> UBE Transfer Applicant
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**LAW DEGREE VERIFICATION:  
LATE CONFIRMATION OF DEGREE FORM**

**TENNESSEE BOARD OF LAW EXAMINERS  
511 UNION STREET, SUITE 525  
NASHVILLE, TENNESSEE 37219**

I, \_\_\_\_\_, hereby certify that I am the \_\_\_\_\_ of  
(name of law school official) (title)

\_\_\_\_\_ ; that \_\_\_\_\_ entered the law school of  
(name of law school) (name of applicant)

said college on \_\_\_\_\_ ; and that Applicant completed all requirements for graduation on  
(date)

\_\_\_\_\_. The date of the graduation is/was: \_\_\_\_\_.  
(completion date) (Graduation date)

\_\_\_\_\_  
(Date)

(School Seal)

\_\_\_\_\_  
(Signature of law school official)

\_\_\_\_\_  
(Typed Name of School Official)

**Return this completed form by mail directly to the TN Board of Law Examiners or upload on or before the Friday prior to the examination. Failure to provide this information will result in denial of eligibility to sit for the examination.**

To be completed by the Applicant:

Exam Applicant  
 UBE Transfer Applicant

\_\_\_\_\_  
Name of Applicant

## NON-ABA ACCREDITED LAW SCHOOL DISCLOSURES

**TENNESSEE BOARD OF LAW EXAMINERS**  
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I, \_\_\_\_\_, hereby certify that I am the \_\_\_\_\_ of  
(name of law school official) (title)

\_\_\_\_\_; and that said Law School (check all that apply):  
(name of law school)

\_\_\_\_\_ (a) Is accredited by the State Licensing Board in which the law school is located and its graduates are permitted to take the bar examination in the state in which the school is located.

\_\_\_\_\_ (b) Requires the equivalent of a three-year course of study that is the substantial equivalent of the legal education required of ABA or TN-approved law schools.

\_\_\_\_\_ (c) Issues a Juris Doctorate (J.D.) degree.

\_\_\_\_\_ (d) Does not issue the J.D. degree based in whole or in part on study by correspondence or other than in-person attendance.

\_\_\_\_\_ (e) Is an unaccredited school. Explain:

The information furnished above is given with the understanding that it will be revealed to no one not interested in the applicant's admission to the Tennessee bar, and it is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Date)

(School Seal)

\_\_\_\_\_  
(Signature of law school official)

\_\_\_\_\_  
(Typed Name of School Official)