

# TENNESSEE APPLICATION FOR RE-EXAMINATION APPLICANTS

## CHECKLIST OF REQUIRED ITEMS

**For an application to be complete, you must have the following required items uploaded to your Synergy Application or, when required to be provided by a third party directly to the TBLE, mailed or uploaded so that it is received by the TBLE prior to the Final Deadline.** For detailed information about these documents and forms, visit [www.tnble.org](http://www.tnble.org) and select Admission by Examination, How to Apply – Re-Examination. See also, Tenn. Sup. Ct. R. 7 and Board Policies P-3.01 and P-3.03 regarding deadlines and documentation requirements.

Before reviewing this list, **verify that you have submitted the correct application.** A Re-Examination Application is used by applicants seeking admission in Tennessee by examination who have taken the examination in Tennessee within the last three years. **DO NOT USE THE RE-EXAMINATION APPLICATION IF YOU:**

- Are applying for admission by examination for the first time; or
- Previously applied to the Bar of Tennessee by examination less than 2 years ago but have not taken the examination in Tennessee; or
- Have previously take the examination in Tennessee but the application has expired pursuant to Tennessee Supreme Court Rule 7, Sec. 3.04(a)(8).

The Board will send at least one notice of deficiency if any of the following items are missing or have been filed in the incorrect format **if you meet the requirements for the Initial Deadline**; however, if you have not provided sufficient information by the Initial Deadline for the Board to determine if you require additional documentation, you may still have a deficiency for which you will not receive notice prior to the Final Deadline:

1. The **.pdf** file of your completed that has been submitted to the NCBE and any and all attachments to the NCBE application or this Synergy application - PLEASE NOTE that, on or before the Final Deadline, you must also complete all items on the NCBE checklist, such as providing signed releases and paying the NCBE application fee, that are required for the NCBE to begin the background investigation (required every two years);
2. Your **current resume** (required each exam in .pdf format only);
3. A **color photo**, similar to a passport-type photo, that includes your head, full face, and shoulders against a light background (required each exam in .jpg format only; see Board Policy P-3.01(c) and FAQs on the Board website); and
4. A copy of your unexpired **Government-Issued Photo ID**, such as a driver's license or passport (copy the page with your picture), but not a school ID, (required to be uploaded to Synergy each exam **in .jpg or .pdf format**).

The following items may be required:

- A. **FOREIGN-EDUCATED APPLICANTS:** You must provide additional documentation and certifications. Please see the requirements in Tenn. Sup. Ct. R. 7, Sections 7.01 and 7.02, Board Policy P-7.01, and on our website at [www.tnble.org](http://www.tnble.org).
- B. **APPLICANTS WHO GRADUATED FROM A NON-ABA-ACCREDITED LAW SCHOOL:** If you received your law degree from a school that is not accredited by the ABA but has been approved to issue a J.D. degree in a state other than Tennessee, you must provide additional documentation. Please see the requirements in Tenn. Sup. Ct. R. 7, Section 2.02(c), Policy P-3.01(11), and on our website at [www.tnble.org](http://www.tnble.org). Some of this documentation, such as your Affidavit of Past Practice, must be submitted each time you apply.

- C. **APPLICANTS WHO ARE LICENSED IN ANOTHER U.S. JURISDICTION:** You must provide the following:
- i. **Certification of admission** to the highest court of each state in which you are licensed (required to be uploaded to Synergy every two years, unless a change in status, in .pdf file format only); and
  - ii. **Certification from the disciplinary authority** of each state in which you are licensed attesting to your current standing (required to be uploaded to Synergy every two years, unless a change in status, in .pdf file format only)
  - iii. **This certification may take the form of one certificate or two, but must show the date of admission to the highest court and certify your current standing (disciplinary and administrative) with the bar of the state(s) in which you are licensed.**

**REMINDERS AND NOTICES:** Applicants are responsible for ensuring that all documents are submitted in the correct format on or before the Final Deadline. Documents must be RECEIVED BY the Final Deadline to be considered, even if coming from a third-party. **See Board Policy P-3.03.** Applicants who are provided notice of a deficiency must correct the deficiency on or before the Final Deadline. The Board is not authorized to extend or modify deadlines for filing. See Tenn. Sup. Ct. R. 7, Sec. 12.12.