

**INFORMATION REQUIRED FOR  
FLORIDA BAR 1L STUDENT REGISTRATION**  
Saint Thomas University Benjamin L. Crump College of Law

Congratulations on starting your first semester at St. Thomas University Benjamin L. Crump College of Law. You are embarking on a challenging journey through the study of law. That study will culminate in three years, when you sit for the bar examination. Success on the bar exam is your gateway to your desired goal, which is the practice of law. The first step toward achieving the coveted license to practice law is the accurate and timely completion of your bar exam student registration. Student Registration provides both the Certified Legal Internship (CLI) clearance requirement, and preliminary processing for admission to The Florida Bar.

The following list summarizes the most important information that you will need to gather before you begin to complete your Registrant Bar Application.

- ☐ 1. **RESIDENCE INFORMATION.** You must supply **dates and complete addresses** for all locations at which you have resided during the **past three years**. In addition, you must list the **dates and city and state** of locations at which you have resided **since your sixteenth birthday**.
- ☐ 2. **EDUCATIONAL HISTORY.** You must provide the **names and addresses and dates of attendance** for all **undergraduate, graduate, and law schools** you have attended (including online schools, summer programs and college courses taken through dual enrollment), **even if you did not receive a degree OR even if you did not receive credit for a course**. Before you submit your application, you must **request a transcript** from each undergraduate institution from which you **received an undergraduate degree** and **each post-secondary institution you attend after** starting law school. These transcripts must be sent by the educational institution **directly to the Florida Board of Bar Examiners ("FBBE")**. At the present time, the FBBE is accepting electronic transcripts. If you choose to request an electronic transcript, your institution(s) should send the electronic transcript to [transcripts@floridabarexam.org](mailto:transcripts@floridabarexam.org). **\*If you are a foreign-trained attorney or studied abroad for your undergraduate degree, you must make a diligent effort to obtain your transcripts and provide supporting documentation to substantiate any issues that prevent you from obtaining the necessary documentation.**
- ☐ 3. **EDUCATIONAL DISCIPLINE.** You must disclose **any accusation** brought against you for **violation of an honor code or a student code**. You must also disclose if you were **warned or placed on academic, scholastic, or disciplinary probation**. In addition, you must state whether you were **suspended or expelled** from studies or otherwise disciplined by any college, law school, or post-secondary institution. You must disclose a disciplinary action **even if it was expunged from your record**.
- ☐ 4. **EMPLOYMENT HISTORY.** You must detail your employment history for the **last ten years OR since your sixteenth birthday, whichever is shorter**. You must include **clinics, internships, externships, and similar non-paid positions**. For all **full-time and part-time** employment, you must provide the following information: (1) employers' names and addresses; (2) dates of employment; (3) position; (4) type of business; (5) supervisor; and (6) reason for leaving. **Lapses in employment** not due to full-time student status must be explained. In addition, you must report if a **charge or complaint** has been brought against you by an employer or if you have been discharged, suspended, requested to resign, or placed on paid or unpaid leave

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in respect to a disciplinary action taken by an employer. Any denial of employment or withdrawal of an employment application) based on lack of good character must also be reported. Please check your employment records by using old resumes, contacting old employers (human resources department), looking through your credit reports, referring to old W-2 forms, or obtaining your detailed employment history from the Social Security Administration. All information reported to the bar in response to this question **MUST mirror exactly the employment history information provided on your law school application.** Please obtain a copy of your law school application, and, if necessary, you must amend your law school application (<https://www.stu.edu/law/faculty-staff/staff/student-affairs/>).

- ☐ 5. **MILITARY HISTORY.** If you have served as a member of the armed forces of **any country**, you must include a **DD Form 214** that demonstrates the character of your service. You must report a discharge from service that was other than honorable (or if your honorable discharge was for medical or administrative reasons). You must also report **administrative, non-judicial, and judicial military proceedings** brought against you during your service.
- ☐ 6. **FINANCIAL INFORMATION.** You must supply information about the following financial matters: (1) **delinquent or defaulted credit OR delinquent student loans** during the **past five years**, if the delinquency continued for **more than 90 days**; (2) **Judgments** entered against you; (3) **checks written** by you or **debit card charges** made by you returned for **insufficient funds** during the **past twelve months**; (4) **worthless checks** written by you or debit card charges made by you that have been turned over to the State Attorney's office or another agency for collection; (5) unfiled tax returns or state or federal tax liens placed against your property, whenever incurred. You may obtain your credit history by contacting one or all of the three major credit-reporting agencies. You may contact Equifax at 1-800-685-1111 or <https://www.equifax.com/personal/credit-report-services/free-credit-reports>. You may contact Experian at 1-888-397-3742 or <https://www.experian.com/consumer-products/free-credit-report.html>. You may contact TransUnion at 1-800-888-4213 or <http://www.transunion.com> (look for **Free Annual Credit Report**). Contact your financial institution(s) directly to obtain documentation of any event in your financial history that falls within the categories listed in this paragraph. If you report information that falls under any of the categories listed in this paragraph, you may also be required to file a financial affidavit.
- ☐ 7. **PERSONAL LITIGATION HISTORY.** For any civil lawsuit in which you have been named personally as a **defendant** or a **counter-defendant** (including a bankruptcy or divorce proceeding), you **must include** the following information: 1) an exact and complete copy of the complaint or other initial pleading; 2) the answer; 3) the counterclaim, if any; and 4) the disposition of each action, or a letter from the court verifying that the documents are not available. You must also list civil cases in which you have been named as a **plaintiff**. To obtain any necessary documents, contact the clerk of the court in which the case was heard.
- ☐ 8. **BUSINESS LEGAL PROCEEDINGS.** You must report any legal proceeding brought against a **business entity with which you have been associated** in which you were **named as a defendant** or in which **allegations of wrongdoing** (whether by action or inaction) were **made against you**. Unsatisfied judgments against business entities with which you have been associated must also be reported.

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- ☐ 9. **CRIMINAL RECORD.** You must list ALL **felony** arrests, detentions, restraints, convictions, or incarcerations (**regardless of the date**). If you are currently serving part of a sentence of felony probation, you are not eligible to apply for admission to The Florida Bar. You are also not eligible to apply for admission to The Florida Bar if your civil rights have not been restored. In addition, you must report ALL arrests, detentions, restraints or convictions for **misdemeanors and other violations of law since the age of sixteen**. For each incident, you must include the reporting date, the law enforcement agency, an explanation of the event, and the final disposition. If your arrest record is **sealed or expunged**, you **must petition the appropriate court to have your record unsealed**. To obtain information concerning criminal infractions, contact the clerk of the court in the county in which the case was heard. You may contact the Broward County Clerk of Court at 954-831-6565 or <https://www.browardclerk.org/>. You may contact the Miami-Dade County Clerk of Court at 305-275-1155 or <https://www.miamidadeclerk.gov/clerk/home.page>.
- ☐ 10. **TRAFFIC RECORD.** You must list the following traffic infractions: 1) **all DUI** arrests, detentions, restraints or convictions (regardless of the date); 2) **all driver's license revocations or suspensions or fines in excess of \$200 incurred since age 16**; and 3) **all other traffic** arrests, citations, or violations (except parking tickets) incurred during the **past three years**. In Florida, your state traffic history may be obtained from the Department of Highway Safety & Motor vehicles at 1-850-617-2000 or <https://www.flhsmv.gov/driver-licenses-id-cards/general-information/questions-about-driving-records/>. For tickets issued by a local authority, visit the website for that authority. For each infraction, you must include the reporting date, the law enforcement agency, an explanation of the event, and the final disposition.
- ☐ 11. **GRAND JURY INVESTIGATION.** You must state whether you have been the **target or subject** of a grand jury or other criminal investigation for which **no formal charges against you resulted**. A grant of immunity to testify at a grand jury proceeding must also be reported.
- ☐ 12. **PROFESSIONAL LICENSES.** You must list each **professional, occupational OR business license** that you hold and the **state in which it was issued**. You must indicate whether your license is in now good standing, whether it has ever been suspended or revoked, and whether any grievances have been filed against you in respect to your professional license. In addition, you must report any reprimand, censure or other form of discipline that you have received from a governmental agency in respect to your practice under your license.
- ☐ 13. **ADDICTION AND MENTAL HEALTH.** You must disclose if, **within the past five years**, you have been **treated for**, or **experienced a recurrence of**, schizophrenia or any other psychotic disorder, a bipolar disorder, or major depressive disorder, that **has impaired or could impair your ability to practice law**. If you answer "yes" to this question you must: (i) identify each condition for which you received treatment or had a recurrence; (ii) state the beginning and end dates of any treatment (or state "present" if no end date); (iii) state the name and address of each professional who treated you; and (iv) identify any medication that was prescribed for you during treatment. You must direct each treating professional to provide any information or records that the Board may request regarding treatment, which includes, without limitation, hospitalization.

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Seeking counseling to assist with **stress or anxiety** will not adversely affect the outcome of a Florida Bar Application. The Board does not request that applicants disclose such counseling.

You must also disclose whether, **within the past five years**, you **have been treated for**, or **had a recurrence of**, a substance-related disorder that **has impaired or could impair your ability to practice law**. In this context, the term “substance-related” includes, without limitation, alcohol, marijuana, cocaine, and misuse of prescription drugs. If you answer to “yes” to this question, you must: (i) identify each substance involved in your treatment or recurrence; (ii) identify any substance use disorder diagnosis; (iii) state the beginning and end dates of any treatment (or state “present” if no end date); (iv) state the name and address of each professional who treated you; (v) if applicable, state your sobriety date; and (vi) if applicable, describe your participation in any recovery program and your current support system.

- ☐ **14. BAR APPLICATION AND ADMISSION.** You must **list all bar admission OR registration applications** that you have **filed in any jurisdiction**. You must also report if you were suspended or disbarred, if you were the subject of any professional grievances, or you were required to appear before a board in any jurisdiction to answer in respect to your practice of law (other than a written bar examination). You must also list any jurisdiction(s) in which you have been admitted to practice law.
- ☐ **15. PROOF OF CITIZENSHIP.**

***U.S. Citizen Born in U.S.:*** If you are a citizen of the United States born in the United States, you must submit with your mailed cover sheet a certified copy of your birth certificate. If you were born in Florida, you may obtain a certified copy of your birth certificate at <https://www.floridahealth.gov/certificates/certificates/birth/index.html> or visit a local health services office. If you were born in another U.S. state or territory, visit the following page to find a link to the state or territory’s vital statistics page: <https://www.cdc.gov/nchs/w2w/index.htm>.

***Naturalized Citizen:*** If you are a naturalized citizen, you must submit with your mailed cover sheet a color photocopy of your certificate of naturalization (both sides) **OR** a certified copy of a valid U.S. Passport record (which may be obtained from the U.S. Department of State).

***U.S. Citizen Born Abroad:*** If you are a U.S. citizen who was born abroad, you must submit a certified copy of a Certification of Birth (DS-1350) **OR** a certified copy of the Consular Report of Birth Abroad (FS-240).

***Not a Citizen of the U.S.:*** If you are not a citizen of the United States, you must provide a photocopy of the immigration document that shows your status for submission to the United States Citizenship and Immigration Services for verification of authenticity.

- ☐ **16. FINGERPRINTS.** You must provide fingerprints that have been **taken electronically within six months of your registration submission**. These fingerprints must be taken by **IdentoGo by MorphoTrust USA**. To make a fingerprint appointment, go to [www.Identogo.com](http://www.Identogo.com). Confirmation of your compliance with this step must be received by the board before processing of your application will begin.

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- ☐ 17. **Notary Public.** The following notaries public are available on the STU Law campus:

Maikel Marques (Business Manager) — [mmarquez@stu.edu](mailto:mmarquez@stu.edu) — 305-623-2349  
Ana Marrero (Registrar Support) — [ajmarrero@stu.edu](mailto:ajmarrero@stu.edu) — 305-623-2360  
Josh Heath (Admissions) — [jheath2@stu.edu](mailto:jheath2@stu.edu) — 305-623-2385  
Marlane Mantrana (Career Development) — [mmantrana2@stu.edu](mailto:mmantrana2@stu.edu) — 305-623-2350  
Dayana Fernandez (Career Development) — [dayanafernandez@stu.edu](mailto:dayanafernandez@stu.edu) — 305-623-2351  
Fiorella Salinas (Dean's Office) — [fsalinas@stu.edu](mailto:fsalinas@stu.edu) — 305-623-2324

- ☐ 18. **Finalize Your Registration:** When you have completed the online registration form, follow the instructions for finalizing your registration online. In addition, print the **Cover Sheet for Bar Application Submission** and mail the cover sheet with any required supporting documents that cannot be submitted online. You **must mail** the cover sheet, your **registration payment**, your **proof of citizenship**, and other required supporting documents within six months of finalizing your registration online. Address your package to the Florida Board of Bar Examiners and **mail it within six months of creating the final version of your student registration.**

**U.S. Postal Service**

1891 Eider Court  
Tallahassee, Florida 32399-1750

**FedEx or Other Delivery Service**

1891 Eider Court  
Tallahassee, Florida 32308

- ☐ 19. **Due Dates and Fees.** The following table lists due dates and fees for first-year student registration:

Law School Start Date	\$100 Filing Deadline	\$350 Filing Deadline
August/September	the following January 15	the following March 15
January/February	the following June 15	the following August 15
May/June	the following October 15	the following December 15

- ☐ 20. **Bar Examination Accommodations:** If you have any questions about bar examination accommodations, you can access the Board of Bar Examiners website at <http://www.floridabarexam.org>. For details on accommodations, go to the **Test Accommodations Petition** link and the **FAQ** (Frequently Asked Questions) link on that website.

**REMINDERS:**

- ☐ **Please provide me with updates as you go through the student registration process.** Let me know when you: 1) submit your application; 2) receive any requests for additional information from the Florida Board of Bar Examiners; and 3) receive your clearance letter.
- ☐ If you have any **QUESTIONS** as you compile this information or after submitting your application, please feel free to contact me at [sboisrond@stu.edu](mailto:sboisrond@stu.edu) OR schedule an appointment on the [Academic Success and Bar Preparation booking page](#).