

## Application Checklist: Admission by Temporary House Counsel License (Rule 9)

Item	Instructions
_____ Application	<ol style="list-style-type: none"><li>1. Complete the eligibility questionnaire to determine whether you are eligible for admission and which application type to submit.</li><li>2. Complete the <a href="#">application</a> by providing all requested information and submissions, including supplemental documents.</li><li>3. Review your completed PDF application for accuracy. Once final, sign and upload the Certifications and Signature page.</li><li>4. Make payment and submit application.</li></ol>
_____ Law School Transcript	Upload a copy of all law school transcripts (unofficial copies are acceptable).
_____ An affidavit from an officer, director, or general counsel of your employer or parent company attesting to his or her knowledge of your competence and good character, and the fact that you are employed as house counsel solely for said employer, that you are an individual of good character, and that the nature of the employment meets the requirement of Rule 9C(3)	See <a href="#">Rule 9C(3)</a> .
_____ Certified copy of bar admission application to each jurisdiction you have applied to	See <a href="#">Rule 9C(2)</a> and <a href="#">Rule 4D</a> .
_____ Document showing your date of admission to the bar from the proper authority in each jurisdiction you are admitted	See <a href="#">Rule 9C(2)</a> and <a href="#">Rule 4D</a> .
_____ Certificate from the proper authority in each jurisdiction you are licensed in certifying you are in good standing and listing any pending professional misconduct charges	See <a href="#">Rule 9C(2)</a> and <a href="#">Rule 4D</a> .
_____ Two affidavits from persons who attest to your good character	See <a href="#">Rule 4B(4)</a> or see <a href="#">sample affidavits</a> . See also the Board's <a href="#">Application Submissions FAQs</a> for detailed affidavit requirements.
_____ Application fee	See <a href="#">Rule 12</a> or the Board's <a href="#">fee chart</a> to determine your fee.
_____ Certified copy of driving record from the state where you hold a current driver's license	See <a href="#">Driving Record Contact Information</a> .
_____ Criminal History Report	As part of the investigation process, you will be required to provide a criminal history check for certain states you have lived in more than 1 year during the past 10 years. These are listed in the application. The CHC does not need to be submitted with your application, but you may apply for the CHC before it is requested in order to expedite your application.