

Board of Law Examiners

Appointed by the Supreme Court of Texas

REQUEST FOR COPY OF PREVIOUSLY FILED APPLICATION

The Board of Law Examiners routinely archives the files of persons who have passed the Texas Bar Examination (TBE) and become members of the State Bar of Texas until five (5) years after the licensing date. The Board also retains the files of persons who were not successful on the TBE as well as other applicant types until five (5) years after the date of the last activity. Upon receipt, we will review your request and take the steps necessary to respond in the most expeditious manner possible. Be advised that it takes two (2) to four (4) business days for files to be delivered to us from the archival storage facility. **Send this completed form to: Texas Board of Law Examiners, P. O. Box 13486, Austin, Texas 78711-3486. You may also send it by facsimile to: 512-463-5300.**

1. APPLICANT IDENTIFYING INFORMATION *(Print all information.)*

NAME(including any aliases): _____

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

LAST TBE APPLIED FOR/TAKEN: _____ DATE LICENSED IN TX: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____ DAYTIME TELEPHONE: _____

MATERIAL REQUESTING: Copy of Declaration Copy of Application to take the Texas Bar Exam
(check all that apply)
 Copy of Application to be admitted without exam
 Copy of contents of entire file *(Processing fee(s) required for this service; you will be notified in writing of the amount due before file is copied.)*

2. RECIPIENT INFORMATION

ATTENTION: _____

ENTITY NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

Your signature (**required**) below authorizes the Board to release the requested information to the person(s) named above. We will provide a **certified copy** of the material initially submitted by you unless otherwise indicated on this form. We will provide a **certified statement** if we determine that your file has been purged pursuant to our retention procedures.

Signature

Date