



Certificate Request Form

Please use a separate request form for each member

1) MEMBER INFORMATION

Full Name: _____ Member Number: _____

2) REQUESTOR INFORMATION

Contact Name: _____

Phone: () - E-mail: _____

Send Certificate(s) to this address:

Firm/Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____ + _____

3) ORDER INFORMATION

You may request **up to 3 total** copies per member, in any combination below, for your payment of \$25.

- Please send me a **regular certificate of standing (not notarized)**. Number of copies: _____
- Please send me a foreign jurisdiction certificate. Number of copies: _____. Please be sure your phone number is included in the contact information. If paying by check, also include a money order (no personal checks) in the amount of \$10 per certificate made payable to "The UPS Store" to cover notary fees. Please allow for extra processing time.
- Please send a **complaint check certificate**. Complaint check certificates may only be sent to state bar associations and state supreme courts. I authorize the State Bar of California to release any information related to my disciplinary record to the state bar or court listed above:

Signature: _____

Please be aware that certificates required for admission to the U.S. Supreme Court must be purchased from the California Supreme Court. (See instructions at www.calbar.ca.gov for details.)

4) PAYMENT INFORMATION

- Pay By Credit Card Visa MasterCard

Card #: _____ Expires (MM/YY): _____

Name On Card: _____

Billing Address: _____

Signature: _____ Date: _____

By my signature on this document, I/we hereby authorize The State Bar of California to charge my/our VISA or MasterCard account for the cost of the certificate(s) as well as for any shipping or notary charges requested.

- Pay By Check: Make check payable to 'The State Bar of California.'

5) SHIPMENT INFORMATION

Regardless of shipment method chosen, requests for certificates require at least five business days for processing.

- Please mail my certificate(s). (NOTE: CERTIFICATES CANNOT BE FAXED)
- Please send my certificate(s) by overnight mail. I have enclosed a prepaid overnight return envelope/airbill.
- Please send my certificate(s) by overnight mail and charge my UPS or Fedex account:
 Account # : _____ UPS: Fedex:

FAX CREDIT CARD

ORDERS TO:

Membership Records
 (415) 538-2576

OR MAIL TO:

Membership Records
 180 Howard Street
 San Francisco, CA 94105-1639



THE STATE BAR OF CALIFORNIA
Membership Records
180 Howard Street · San Francisco, CA 94105-1639
(888) 800-3400 · memrec@calbar.ca.gov

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Instructions for Requesting a Certificate of Standing

Regular Certificates - Requests for regular certificates must be made in writing. **For a fee of \$25, you may request a maximum of 3 certificates per member.** (See form for details.) Please include the bar number to ensure the certificate is for the correct person. The certificate cannot be faxed, but will be mailed within 5 working days of receipt of the request. You can shorten mailing time by using overnight mail service and including a prepaid overnight return envelope.

Certificate Includes - Full name, date of admission, name changes (if any), changes of status (Inactive, Not Eligible, etc.), and discipline (if any).

Complaint Check Certificates - If you are applying for admission to another state, you may be asked to provide information as to whether or not complaints or grievances have been filed against you. **These certificates may only be sent directly to the state supreme court or state bar of the other state. They cannot be sent to the member or to any other individual or organization.**

To obtain a COMPLAINT CHECK CERTIFICATE, send a certificate request form and a check for \$25 to the Member Services Center. The request must include the signature of the member authorizing the release of such information and the address of the state supreme court or state bar that will be receiving the certificate.

Foreign jurisdictions- If you need a certificate that is also notarized for admission in another country send the certificate request form and fee and include the information that it must be notarized. Include a contact phone number so that we can make the necessary arrangements. You are responsible for payment of notary fees. You should include a money order in the amount of \$10 for each certificate to be notarized made payable to "The UPS Store." Please allow for extra processing time for Foreign Jurisdiction Certificates to be notarized.

California Supreme Court Certificate - Some jurisdictions (the U.S. Supreme Court) require a certificate from the California Supreme Court. These may be obtained from the court with a written request and a fee of \$1. Send your request, payment and self-addressed envelope to:

California Supreme Court
350 McAllister St., Room 1295
San Francisco CA 94102
(415) 865-7000

For questions about the procedure for obtaining Certificates of Standing, contact the Member Services Center, 1-888-800-3400 or msc@calbar.ca.gov.