



Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS
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MADISON, WI 53701-2748
TELEPHONE: (608) 266-9760

INFORMATION AND FILING INSTRUCTIONS – ONLINE APPLICATION

2027 Diploma Privilege Character and Fitness Certification ([SCR 40.03](#))

Individuals seeking admission to the practice of law in Wisconsin via the diploma privilege are required under [Supreme Court Rule 40.06](#) to file an Application for Character and Fitness Certification with the Board of Bar Examiners (BBE). A character and fitness investigation then follows and typically takes three to six months to complete. Students who graduate in May and who wish to participate in the large-group swearing-in ceremonies that are held in May must have their files completed in advance of those swearing-in dates. The BBE determines when a file is complete. Applicants are responsible for checking the status of their files through their online account and will only be notified by the BBE by email when they are certified for admission.

READ THIS INFORMATION CAREFULLY AND RETAIN IT FOR FUTURE REFERENCE. All deadlines are firm and will not be extended. Filing of an application must be completed through the BBE online application system. Applications and other forms may not be submitted via facsimile or e-mail.

FILING DATES, DEADLINES, AND FEES:

Applications are timely filed pursuant to [SCR 40.14](#). An application will not be considered filed until proper payment is received. **RETAIN A COPY OF THE APPLICANT QUESTIONNAIRE AND AFFIDAVIT FOR YOUR RECORDS.** A fee will be charged for a copy of your application should you need it at a later date.

NOTE: An application is considered “**Filed**” when ***all three*** of the following items have been received:

1. An electronically submitted application
2. Authorization and Release form
3. Filing Fee (See fees below)

It is to your advantage to file an application as early as possible in order to avoid late fees. Applications submitted to the BBE after the final deadlines noted below **will not be accepted and Wisconsin law school graduates will be required** to take and pass the Wisconsin Bar Examination in order to be eligible for admission to the practice of law in Wisconsin. Processing of an application file typically takes three to six months to complete.

May 2027 Graduates

\$210 if application is filed by December 15, 2026
\$410 if application is filed from December 16, 2026 until July 1, 2027

August 2027 Graduates

\$210 if application is filed by March 15, 2027
\$410 if application is filed from March 16, 2027 until October 1, 2027

December 2027 Graduates

\$210 if application is filed by July 15, 2027
\$410 if application is filed from July 16, 2027 until February 1, 2028

STEP ONE: BEGINNING THE APPLICATION PROCESS

If you experience any technical difficulties while completing the online application, please contact E-file Support at 800-462-8843 or ecourts.administration@wicourts.gov.

In order for your application to be considered filed, the following three items must be received by the final filing deadline:

- (1) **Online admission site:** By using the online application program, the Applicant Questionnaire will be generated. The Applicant Questionnaire is an affidavit signed electronically via a two-factor authentication process. The BBE will address any omissions and misrepresentations that are found under its character and fitness rule, [SCR 40.06](#). **You may wish to bookmark this site to more easily check the status of your application once it has been submitted.**
- (2) **Authorization and Release Form (BE-002):** Applicants must complete this form, print it, and have it notarized. Applicants will then need to scan and upload the signed, dated, and notarized form into their online application. The authorization and release form may be used to confirm information contained in the application and to examine law school records.
- (3) **Filing Fee:** The applicable filing fee (See the fees on Page One) may be paid using one of the following methods:

In conjunction with the submission of an application through the online portal.

- Online at <https://www.wicourts.gov/services/payment/paymentbbe.htm> if payment could not be made with the submission of an application.
- Check or money order made payable to the Board of Bar Examiners and sent to the Board of Bar Examiners, P.O. Box 2748, Madison, WI 53701. **Checks and money orders must include the applicant's name.** Checks and money orders that do not have the applicant's name on them will be returned, thereby delaying the filing of the application.

Applications will not be considered filed until payment is received by the BBE.

Veterans Fee Waiver: Eligibility for this fee waiver is determined by the Wisconsin Department of Veterans Affairs. For more information and details about how to apply for a fee waiver, go to <https://dva.wi.gov/pages/educationemployment/feewaiver.aspx>. Upon receiving written authorization of the waiver, please upload the document along with your application.

STEP TWO: COMPLETING YOUR APPLICATION FOR ADMISSION

All applicants must submit the following items:

- (1) **Official Transcripts:** The BBE now accepts electronic transcripts that originate directly from educational institutions that are located in the United States and from certain recognized vendors. Electronic transcripts will only be accepted directly from a U.S. educational institution or from the institutions approved designee. Electronic transcripts are to be sent to BBE.WITranscripts@wicourts.gov. Educational institutions that do not currently issue electronic transcripts must instead mail them directly to the Board of Bar Examiners. Transcripts are required for the following:
 - a. **Undergraduate transcripts:** The BBE requires an official transcript from undergraduate schools (including College Level Examination Program (CLEP) examinations) that conferred a degree, including an associate degree.
 - b. **Law school transcripts:** The BBE requires an official transcript showing that you have completed a minimum of 50 credit hours. A final law school transcript is not required.

- c. **Other transcripts:** The BBE requires a transcript from all schools you attended following high school, including, for instance, law schools, summer schools, foreign study (including foreign exchange programs), technical schools, graduate schools, medical schools, etc., regardless if a degree was conferred.

- (2) **Military Discharge Certificate:** If you served in the Armed Forces, it will be necessary for you to provide the BBE with a copy of your most recent DD-Form-214 (Report of Separation). If you served in the National Guard, provide your most recent NGB-Form 22. This document may be uploaded into your online application at the Document Upload screen.

The BBE must be able to correspond with all applicants, character references, and employment references by mail, phone, and email. Please verify that all contact information supplied in your application is current and accurate. In order to receive important timely email notifications from the Board of Bar Examiners, please verify that your spam filters are not blocking emails from wibbe.admissions@wicourts.gov. If you or your references experience other problems receiving emails from the Board of Bar Examiners, please contact the office at (608) 266-9760.

- (3) **Character Reference Questionnaires:** Select as character references (Question 36) persons who have known you for no less than two years and who are familiar with your character and fitness. Do not include any family members, in-laws, fiancé/fiancée, significant other(s), or anticipated future family members. You are **required** to provide a valid email address for each character reference. A questionnaire will be emailed to your references after the BBE has determined that your application is filed. The email sent to character references will contain a link to a questionnaire that they must complete and submit. The questionnaire link will only work once for each reference, and the questionnaire may only be completed by the references listed in your application.
- (4) **Employment Verifications:** If you are legitimately unable to locate an email address for an existing or prior employer, please enter the following email address: unknown@unknown.com, **AND** then provide an explanation under the “reason you left job and sought another” section as to why you are unable to provide an email address. Please be aware that failing to include an email address for an employer may slow the application process.
- (5) **Wisconsin Driving Abstract:** The BBE will obtain these directly from the Wisconsin Department of Transportation.
- (6) **Wisconsin Criminal History:** Applicants must arrange to have their Wisconsin criminal history sent directly to the BBE. Criminal history reports indicating “no record” must be submitted to the BBE. Order your Wisconsin background check online at <https://recordcheck.doj.wi.gov/>, select the “public access” tab, then “submit request.” Next, enter your information, pay for the record and email the order reference number to stuart.moeser@wicourts.gov.
- (7) **Dean’s Certificate:** The law school will send this directly to the Board of Bar Examiners.
- (8) **Other Requested Items:** Typical items may include criminal history reports and driving abstracts from jurisdictions other than Wisconsin. Please be aware that it can take some agencies up to three months to process document requests.

These items, unless otherwise indicated, must be sent directly to the BBE by the issuing institution or agency. Facsimile transmissions are not accepted. Applicants should refrain from furnishing an addressed, stamped envelope to the institution, as this practice makes the origin of the documents unclear. If, however, certifying officials require that you supply a stamped envelope, use a plain white envelope, with a U.S. postage stamp affixed to it, and ask that the office from which it is being mailed rubber stamp or type its name and address on the envelope across the seal flap, as well as on the front.

Do not provide documentation that is not specifically requested in the application or in the filing instructions. Once an application is reviewed, the BBE will contact applicants by email to request any other required documentation. Any such additional documentation must be obtained by the applicant at the applicant's expense. Applicants will not be certified for admission until all required documents are on file. The BBE will close the file of any applicant whose file remains incomplete one year from the date an application is filed with the Board, and Wisconsin law school graduates will then be required to take and pass the Wisconsin Bar Examination in order to be eligible for admission to the practice of law in Wisconsin. Applicants are responsible for checking the status of their applications by reviewing their online application file.

STEP THREE: CHANGES/AMENDMENTS TO AN APPLICATION

Applications must be kept current. All applicants are reminded of their continuing obligation to update a pending application. This also applies to applicants during the pendency of an appeal from an adverse determination from the Board.

Applicants wishing to augment or alter entries to their application affidavit, including name changes, are advised to file an Amendment to Application by logging into the online application file and following the steps to submit an amendment.

Applicants who change their names for any reason during the pendency of their application must execute an Amendment to Application in the online application file, setting forth the former and present names, the reason for the change, and the effective date of the change. Applicants must upload any relevant documents, such as a marriage license, etc. Applicants must also update their account information through their online application account. Additionally, applicants still enrolled in law school will need to change their names with the university and the law school.

The BBE will communicate its actions in writing to applicants at their last mailing address and/or email address provided to the BBE within the online application file. Mailing address, email address, and telephone number changes must be completed within the online application file. Select "Update Current or Future Mailing Address" and follow the steps to submit the change of address. Written, facsimile, or email transmissions are not accepted for a change of address. Changes to contact information must be made in the online application program.

AVOIDING DELAY IN THE APPLICATION PROCESS

It is the applicant's responsibility to check the status of his or her pending file through the online application system, or by contacting the BBE. To expedite the processing of an application, use care in completing it. Applications that are carelessly or incompletely prepared cause delays in processing. Be sure to answer all portions of each question completely. Provide as many details and as much information as possible to avoid delay in processing your application. If unable to recall necessary details, applicants must offer an explanation as to why the required information was not provided. State "not applicable" if appropriate. Supply complete email and mailing addresses, including zip codes, where requested. Account for any gaps as instructed on the application itself. Do not provide documents not specifically requested in the application or in the filing instructions. If the BBE requires further documentation, its staff will make a request in writing. It is imperative that applicants use current and valid email contact information when creating their online application account, and that they keep their online account current. The Board of Bar Examiners will communicate with applicants primarily by email and, if necessary, by U.S. Postal Service. Applicants must keep their online filing account and application current with any changes to email or mailing address.

ADDITIONAL INFORMATION

Applicants are responsible for checking the status of their application through their online account. The BBE will notify all applicants via email when their files are complete and they are certified for admission.

Application files are confidential under [SCR 40.12](#). Therefore, the BBE and its staff will discuss the contents of an application only with applicants.

COPIES OF APPLICATIONS

We recommend that applicants print a copy of their completed application, particularly since the BBE may contact applicants about the information provided. You will be able to access your application and any amendments made in your online application file until you have been admitted to practice law in Wisconsin. After you have been admitted, you will no longer have access to your online application file. To obtain a copy of your application and amendments, email a request to april.ashley@wicourts.gov and be sure to include the online payment confirmation number in the email request. Payments should be made online at <https://www.wicourts.gov/services/payment/paymentbbe.htm>. There is a \$10.00 fee for a regular copy or a \$12.00 fee for a certified copy.

RULES & FORMS

The following rules and forms are available online at www.wicourts.gov.

[SCR Chapter 40](#)

[SCR Chapter 40 Appendix](#)

[Online admissions site](#)