

## Member Request Form

Attorney Name \_\_\_\_\_ Bar # \_\_\_\_\_

Please indicate how many documents you are requesting and send the appropriate fee – **check or money order only (made payable to the NC State Bar)**; no cash or credit card payments accepted.

\_\_\_\_\_ Certificate\* of Good Standing: \$5.00 per certificate.

\_\_\_\_\_ Letter\*\* of Good Standing: No charge. (At your request this document can be e-mailed.)

\_\_\_\_\_ Discipline History Letter: No charge. (Attorney signature required below.)

\_\_\_\_\_ Bar Application Copy: \$30.00 per copy of each application. (Bar applications are not public record and can only be released to the requesting attorney.)

\_\_\_\_\_ Bar ID Card: One Bar ID Card can be issued per attorney request at no charge.  
A second Bar ID Card requested within a 12 month period will be a charge of \$10.00.

Address where document(s) should be mailed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(e-mail address)

I, \_\_\_\_\_, hereby authorize and request the Disciplinary Hearing Clerk  
(print attorney name)  
of the NC State Bar to furnish to the above named party any and all information regarding charges or complaints filed against me, formal or informal, pending or closed, including those items which have been dismissed or otherwise erased or expunged by law.

\_\_\_\_\_  
Signature of Attorney

Return this form and payment to the below address:

NC State Bar  
PO Box 26088  
Raleigh, NC 27611

Use physical address for FedEx / UPS:

NC State Bar  
Membership Department  
217 E. Edenton Street  
Raleigh, NC 27601

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Certificates and discipline letters are typically mailed within one to two days of being received in our office. For rush return on a certificate please provide a pre-paid overnight return envelope.

**Bar files are stored off-site, please allow 2-3 weeks for bar application copies.**

\* A Certificate of Good Standing is signed by the Executive Director of the NC State Bar, has the NC State Bar seal, and is printed on bond paper.

\*\* A Letter of Good Standing states the same information as a certificate; however, is signed by a membership representative, has no seal, and is on regular paper.

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**Office use only:**

Request received \_\_\_\_\_ Document(s) issued \_\_\_\_\_

Approvals: MEM \_\_\_\_\_ CLE \_\_\_\_\_ GRV \_\_\_\_\_