

## **REQUEST FOR CERTIFICATE OF GOOD STANDING**

To request a certificate of good standing, please submit the following:

1. A completed Certificate of Good Standing Request Form (see below);
2. Payment of \$10 per certificate; and
3. A self-addressed, stamped, return envelope, or prepaid express mail return label.

Please allow at least one week for processing time.

You may submit your Request Form by mail, fax or [email](#) (see addresses on form). If you submit your request by fax or [email](#), you must include a prepaid express mail return label (account numbers only are not acceptable). You should be able to create such a label online at UPS, USPS, Federal Express, etc.

Each certificate costs \$10 (see 22 NYCRR 800.23 [c]). Acceptable methods of payment are: (1) credit card by submission of completed credit card authorization form (see below); (2) a personal check drawn on a U.S. bank payable in U.S. dollars; (3) a bank draft drawn on a U.S. bank payable in U.S. dollars; (4) a travelers check payable in U.S. dollars; or (5) an international money order payable in U.S. dollars. Checks or money orders must be made payable to the "State of New York."

### **Picking up Certificate in Person or by Representative**

If you want to pick up your certificate in person or by representative at this Court's Attorney Admissions Office, you or your representative ***must first notify*** the Attorney Admissions Office by submitting a completed Certificate of Good Standing Request Form (see below) to the Attorney Admissions Office by fax at (518) 471-4749 or by [email](#). This office will email you when the certificate is ready for pick up. This Court's Attorney Admissions Office is physically located at the Appellate Division, Third Judicial Department, Empire State Plaza, Robert Abrams Building for Law and Justice, Albany, New York.

If you want to pick up your certificate in person, you will be required to present: (1) the completed Certificate of Good Standing Request Form; (2) current photo identification (such as a driver's license or secure pass); and (3) the required fee.

If you send a representative to pick up your certificate, the representative will be required to present: (1) a completed Certificate of Good Standing Request Form; (2) a letter, on your letterhead and signed by you, identifying the representative you are authorizing to pick up the certificate on your behalf; and (3) the required fee.

Please allow at least two days of processing time for pick up in person or by representative.

Expedited requests. We cannot fulfill expedited requests for certificates – we process requests in the order of receipt. Therefore, if you need a certificate, please allow for adequate processing time by this office, at least one week, as noted above.

## Certificate of Good Standing

A Certificate of Good Standing certifies that the named attorney, having taken and subscribed the constitutional oath of office as prescribed by law, was duly licensed and admitted to practice as an attorney and counselor-at-law in all the courts of the State of New York on the attorney's date of admission, is currently in good standing and is registered with the administrative office of the courts as required by Judiciary Law § 468-a. The certificate is signed by the Clerk of the Court. The phrase "good standing" means that the attorney is not currently suspended or disbarred, and current registration means that the attorney is not in arrears of the \$375 biennial registration fee required by Judiciary Law § 468-a. Certificates of good standing will only be issued to attorneys who are in good standing and who are current in their biennial attorney registration and fee requirements (Attorney Registration Unit: (212) 428-2800; email: [attyreg@nycourts.gov](mailto:attyreg@nycourts.gov); see [www.nycourts.gov](http://www.nycourts.gov)).

Certificates of good standing will only be issued by the Appellate Division where the attorney was admitted.

**PLEASE NOTE THAT A CERTIFICATE OF GOOD STANDING IS THE ONLY OFFICIAL DOCUMENT THIS COURT ISSUES CERTIFYING TO AN ATTORNEY'S ADMISSION AND GOOD STANDING.**

Please note that certificates of good standing are not the "Certificates Under Seal" or the "Certificates of Existence" (sometimes referred to as "Certificates of Good Standing"), which pertain to corporations and are issued by the New York Secretary of State. For information regarding such corporate certificates, please visit the website of the New York Department of State. If you require a certificate from the highest court or court of last resort in New York State, you should contact the [New York State Court of Appeals](http://www.nycourts.gov).

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Appellate Division, Third Department  
Attorney Admissions  
P.O. Box 7350, Capitol Station  
Albany, NY 12224-0350

Email: [AD3AdmissionsOffice@nycourts.gov](mailto:AD3AdmissionsOffice@nycourts.gov)  
Fax: (518) 471-4749

### CERTIFICATE OF GOOD STANDING REQUEST FORM

**For use only by attorneys admitted to practice by the Appellate Division, Third Judicial Department**

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Mailing Address:

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

Email address: \_\_\_\_\_

Number of certificates requested: \_\_\_\_\_ Date of admission (approximate): \_\_\_\_\_

Certificates will be issued only if you are current in your biennial attorney registration and fees (for current attorney registration information contact Office of Court Administration Attorney Registration Unit: (212) 428-2800; email: [attyreg@nycourts.gov](mailto:attyreg@nycourts.gov); see [www.nycourts.gov](http://www.nycourts.gov)).

Submit this form to the above address by mail, [email](#) or fax along with the required:

- Payment of \$10 per certificate; and
- A self-addressed stamped return envelope (or, if you are using [email](#) or fax, a prepaid express mail return label).

Certificates will only be issued by the Department where the attorney was admitted. To view your Department of admission, see [www.nycourts.gov](http://www.nycourts.gov).

- I was admitted to practice by the Third Department.

Date: \_\_\_\_\_  
(Signature of Attorney)

Acceptable methods of payment are: (1) credit card by submission of completed credit card authorization form (see below); (2) a personal check drawn on a U.S. bank payable in U.S. dollars; (3) a bank draft drawn on a U.S. bank payable in U.S. dollars; (4) a travelers check payable in U.S. dollars; or (5) an international money order payable in U.S. dollars. Checks or money orders must be made payable to the "State of New York."

Our Federal Express/UPS address is Appellate Division, Third Department, Attorney Admissions, Robert Abrams Building for Law and Justice, State Street, Room 511, Albany, NY 12223.

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Appellate Division, Third Department  
Attorney Admissions  
P.O. Box 7350, Capitol Station  
Albany, NY 12224-0350

Email: [AD3AdmissionsOffice@nycourts.gov](mailto:AD3AdmissionsOffice@nycourts.gov)  
Fax: (518) 471-4749

## Credit Card Authorization Form

### CARD HOLDER INFORMATION

Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country (if not United States): \_\_\_\_\_

Email Address: \_\_\_\_\_

### PAYMENT AUTHORIZATION

Card Type:    Visa         MasterCard         Discover         Amex

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Identification Number (CVV2 Code): \_\_\_\_\_

I, \_\_\_\_\_ authorize the Appellate Division, Third Judicial  
Department, to process a charge against my credit card account in the amount of \$ \_\_\_\_\_  
for the payment of \_\_\_\_\_.

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Print Name as it appears on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: The Appellate Division, Third Judicial Department, does not keep a file of credit card numbers. At the completion of the transaction, this document with your credit card number will be shredded.**