

FREQUENTLY ASKED QUESTIONS

Q: What is the mailing address for the Attorney Admissions Office, Appellate Division, Third Judicial Department?

A: Our building does not have a street number.

Regular Mail Address:

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

Express Mail/Shipping Address:

Appellate Division, Third Department
Attorney Admissions
Robert Abrams Building for Law and Justice
State Street, Room 511
Albany, NY 12223

Our addresses can also be found on our [How to Contact Us](#) page.

Q: What is the fax number for the Attorney Admissions Office, Appellate Division, Third Judicial Department?

A: Our fax number is 518-471-4749.

Q: How do I obtain a Certificate of Good Standing?

A: Send a written request form, along with a self-addressed, stamped return envelope and payment, \$10 for each certificate, to the regular mail address listed above. Further instructions and a request form can be found on our [Request for Certificates of Good Standing](#) page.

Q: How do I obtain a Disciplinary History Letter?

A: Please link to the [Disciplinary History Letter Request Instructions](#) page.

Q: I am interested in joining the New York State bar without examination, through reciprocity with another jurisdiction. How do I begin this process?

A: This process must be initiated at the [State Board of Law Examiners](#) website.

Click on the link for Admission on Motion/Reciprocity. This process has several steps, which all happen automatically once initiated at the above website. Estimated time for the entire process is between four and six months. For more

information, please see our [How to Apply for Admission Without Examination](#) page.

Q: How do I change my address?

- A:**
1. If, since the time of making application to the State Board of Law Examiners for admission to the bar examination (or for certification of your legal education for admission on motion without examination) and prior to your certification by the State Board of Law Examiners to an Appellate Division Department, you change your address, you should promptly notify the [State Board of Law Examiners](#) of such change online.
 2. If you change your address after certification by the State Board of Law Examiners but before you are admitted, you should promptly notify the appropriate Appellate Division Department of such change by letter or email. The change of address should be sent to the filing office of the Appellate Division to which you are certified and/or where your application is filed. For the Third Department, please see [How to Contact Us](#).
 3. After you are admitted, changes of address should be sent by mail to OCA-Attorney Registration, P.O. Box 2806, Church Street Station, New York, NY 10008, or by fax to 212-428-2804, or by email to attyreg@nycourts.gov.

Q: How do I transfer from the Appellate Division, Third Judicial Department to another Department?

- A:**
- Send this Attorney Admissions Office a letter, email or fax and include:
- a. your written request for a transfer and the reason for the request;
 - b. the Department you wish to be transferred to;
 - c. your current home and business addresses (one of which must be located in another Department); and
 - d. a copy of the notice by the State Board of Law Examiners certifying you for admission.

More information on changes of address and transfers can be found on our [Change of Address](#) and/or [Transfer of Application for Admission](#) page

Q: How do I change my name with the New York State bar?

- A:**
- If you are admitted to practice by the Appellate Division, Third Judicial Department, in order to change your name with the New York State bar, you must submit to this Court's Attorney Admissions Office a form, including your name, address, email address, attorney registration number, your statement explaining the reason for the change and documentation thereof. Full instructions and the form can be found on our [Attorney Name Change Request Instructions](#) page.

Q: How do I resign from the New York State bar?

A: Complete directions can be found on our [Application to Voluntary Resign](#) page.