New York State
ATTORNEY REGISTRATION FORM

ONLY CANDIDATES FOR ADMISSION TO THE BAR ARE AUTHORIZED TO USE THIS FORM, WHICH MUST BE FILED PRIOR TO TAKING THE CONSTITUTIONAL OATH OF OFFICE

Section 468-a of the Judiciary Law and 22 NYCRR Part 118 of the Rules of the Chief Administrator of the Courts require the biennial registration of all attorneys admitted in the State of New York, whether they are resident or non-resident, active or retired, or practicing law in New York or anywhere else. Candidates for admission are required to file an initial registration prior to taking the constitutional oath of office. All attorneys are required to renew their attorney registration every two years, within 30 days after the attorney's birthday.

The fee for this registration is $375.00 (of which $60.00 is deposited in the Lawyers' Fund for Client Protection, $50.00 in the Indigent Legal Services Fund, $25.00 in the Legal Services Assistance Fund, and the remainder in the Attorney Licensing Fund). The $375.00 registration fee must be paid by all candidates for admission registering for the first time. A newly admitted attorney may not certify as retired from the practice of law for the initial registration period.

To register, you must complete the following sections of the registration form:

- **SECTION A:** Personal Information
- **SECTION B:** Payment
- **SECTION C:** Affirmation of Compliance with Part 1200 (Rule 1.15)
- **SECTION D:** Verification

Return the form to: **NYS Office of Court Administration, Attorney Registration Unit**
General Post Office, PO Box 29327, New York, NY 10087-9327

SECTION A: Personal Information

NAME:

FIRST	MIDDLE
LAST	SUFFIX (JR., III)

DATE OF BIRTH: _____ , _____ , _____ (MM DD YYYY) **LAW SCHOOL:** _____

ANTICIPATED YEAR OF ADMISSION TO THE BAR: _____ **JUDICIAL DEPARTMENT OF ADMISSION:** 1ST ☐ 2ND ☐ 3RD ☐ 4TH ☐

BUSINESS ADDRESS: *(Note: the home address becomes public information if no business address is provided)*

NAME OF EMPLOYER			
STREET			
CITY / TOWN / VILLAGE	STATE	ZIP	COUNTRY *(If not USA)*
PHONE	EMAIL *(Optional) Note: if provided, the email address will be made public.*		

HOME ADDRESS: *(required)*

STREET			
CITY / TOWN / VILLAGE	STATE	ZIP	COUNTRY *(If not USA)*

SOCIAL SECURITY NUMBER: ___ ___ ___ ___ ___ ___ ___ ___ ___

Social Security Numbers are required in order to administer the collection of revenue from attorney registration fees. 42 U.S.C. § 405 (c)(2)(C)(i). Social Security numbers will not be made public.

BOLE ID# (NYS Board of Law Examiners Identification Number): ___ ___ ___ ___ ___ ___ ___ ___ ___

proceed to next page ➡

SECTION B: Payment

The biennial registration fee is $375.00. Indicate your method of payment and include the payment with the registration form. **Payment must be made in US dollars**. Acceptable methods of payment are:

OPTION 1: Check, Money Order, Bank Draft or Traveler's Check DRAWN ON A US BANK
or
OPTION 2: Credit Card (Visa or MasterCard only)

NOTE: The $375.00 registration fee must be paid by all candidates for admission registering for the first time. A newly admitted attorney may not certify as retired from the practice of law for the initial registration period.

☐ OPTION 1: Registration fee enclosed . . . . . Amount: $375.00 USD

☐ Check ☐ Money Order ☐ Bank Draft ☐ Traveler's Check . . . . . Payable to: **NYS Office of Court Administration**

Include your name on your check, money order, bank draft or traveler's check. **Any** bank service charges incurred in this transaction are your responsibility; your payment may be returned to you if the final balance submitted to our office is less than $375.00.

☐ OPTION 2: Credit Card . . . . . Amount: $375.00 USD

☐ MasterCard -or- ☐ Visa Credit Card # ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiration Date __ __ __ __ (MONTH YEAR) **ZIP Code** *(of billing address)*: _____ **CVV #** *(last block of numbers on credit card signature strip)*: _____

Name on card *(please print)*: _____

Signature: _____

SECTION C: Affirmation of Compliance with Part 1200 (Rule 1.15)

This affirmation must be signed if your practice falls within the jurisdiction of either the First or Second Judicial Departments. See 22 NYCRR §§603.1(a) and 691.1(a). You should review Part 1200 (Rule 1.15) [former section 1200.46] of the Joint Rules of the Appellate Divisions, as well as 22 NYCRR §603.15 (First Department) and §691.12 (Second Department).

(For attorneys whose practice falls within the First or Second Departments)

In accordance with §603.15 (1st Dept.) or §691.12 (2nd Dept.) of the Rules of the Appellate Division, I affirm that I have read, and am in compliance with, Part 1200 (Rule 1.15) [former section 1200.46] of the Joint Rules of the Appellate Divisions, governing the conduct of attorneys, which requires an attorney to preserve the identity of funds and property entrusted to him or her and to maintain certain records relative thereto.

Signature: _____ **Date:** _____

SECTION D: Verification

I affirm that the statements contained herein are true to the best of my knowledge and belief.

Signature: _____ **Date:** _____

Complete all of the applicable information on the front and back of this form and make a copy for your records. Return the original with your payment to the Office of Court Administration.

All New York attorneys, whether resident or nonresident, must file a registration every two years within thirty (30) days after their birthday for as long as they remain admitted to the New York Bar. Future registration notices are mailed to attorneys at the appropriate time by OCA or upon written request. The rule also requires attorneys to notify OCA of any address change within 30 days of such change. For additional information regarding the biennial registration requirements as well as the rules regarding Mandatory Continuing Legal Education (CLE) and Pro Bono goals please see **www.nycourts.gov**.

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