

**REQUIRED DOCUMENTATION
IN-HOUSE COUNSEL
RULE 405, SOUTH CAROLINA APPELLATE COURT RULES**

The following documentation must be submitted to the Office of Bar Admissions in order for an application to be processed. Most documents will be submitted by the applicant via the "Uploaded Documents" section of the user account.

For the purpose of the instructions below, please be advised that "current" means no older than 90 days at the time the application is filed.

- **Certified Copy of Birth Certificate** - You may obtain a certified copy of your birth certificate from the Vital Records office in the jurisdiction in which you were born.
- **Certified Driving Record** - You must provide a certified driving record from the Department of Motor Vehicles for every jurisdiction where you have been licensed to drive. This includes a current driving record from the jurisdiction in which you hold an active license.
- **Official Proof of Undergraduate Degree(s)** - For each degree received, you must provide a transcript or a letter from the Dean of Admissions or Registrar showing the date and type of degree received.
- **Official Proof of Receipt of JD or LLB Degree from an ABA Approved Law School** - You must submit a transcript or letter from a Dean of Admissions or Registrar showing the date the degree was received.
- **Three Current Character Affidavits** - Must be properly notarized and signed. This form is available under the Documents section on the home page of your Bar Admissions account.
- **Authorization & Release Form** - Must be properly notarized and signed. This form is available under the Documents section on the home page of your Bar Admissions account.
- **Verification of Application for Admission** - Must be properly notarized and signed. This form is available under the Documents section on the home page of your Bar Admissions account.
- **Application for Admission Handwriting Sample Form** - Must be in your own handwriting, signed and dated. This form is available under the Documents section on the home page of your Bar Admissions account.
- **Current Certificate(s) of Good Standing** - From all jurisdictions, federal courts, and countries where you are currently admitted or have ever been admitted to practice law.
- **Current Documentation of Attorney Disciplinary History or Lack Thereof** - From all jurisdictions and countries where you are currently admitted or have ever been admitted

to practice law. You can obtain your disciplinary history from the State Bar, Attorney Disciplinary Commission, or other applicable agency.

- **Judge's Certification Form** - From a judge before whom you have practiced certifying your character and fitness. Applicants who have never practiced before a judge must upload a statement certifying that fact.
- **Current Statement Signed by a Representative of the Attorney's Business Employer** - Stating that the attorney and the business employer meet the requirements of Rule 405(h)(7) to (9), SCACR.
- **Photograph** - Uploaded photos must meet the following requirements:
 - Full-face view, directly facing the camera with a neutral expression and both eyes open;
 - Color photo;
 - Photo must show only the applicant in front of a plain white background; o Uniform lighting with no shadowing of facial features;
 - No glare in the photo (glare from eyeglasses can be avoided with a slight downward tilt of the glasses or by turning off the flash);
 - No hat or head covering unless worn for religious purposes; o 300 x 300 pixels once uploaded; o Photo file type must be a .png, .jpg, or .jpeg;
 - Photo taken within the past six months and reflecting the applicant's current appearance; and
 - Photos can be updated by accessing the "Upload Photo" feature on the user account homepage.

Additional Documents that may be Required if Applicable to You

- **If not Born in the U.S.** - You must provide your Certificate of Naturalization or other documentation authorizing your presence in this country.
- **Certified Copy of any Divorce Decree(s) and/or Legal Separation(s)** - If pending, a certified copy of the complaint should be provided.
- **Copy of any Documentation from Military Service** - The DD Form 214/discharge letter/current service letter must show character of service.
- **Documentation of any Disciplinary Proceedings** - This includes any disciplinary proceedings from high school(s), undergraduate school(s), law school(s), and other graduate programs.
- **Certified Documents in Civil Cases** - You must provide a certified copy of the final disposition of each civil and administrative proceeding to which you have been a party. If the matter is pending, a certified copy of the complaint and answer should be provided.
- **Certified Documents in Criminal Cases** - You must provide a certified copy of the sentencing sheet or any other final disposition in each criminal proceeding to which you have been

a party. If a matter is pending, a certified copy of the arrest warrant or ticket and incident report should be provided.

- **Statement from Creditor(s)** - The statement should include any payment plan(s) for delinquent debts.

The above listing is not exclusive. Additional information and/or documentation may be requested.

Additional Required Items for Admission in South Carolina

While you are not required to complete the item listed below prior to the filing of the application for admission, this item should be completed early in the application process to prevent a delay in admission.

- **Fingerprints** - Shortly after an application has been accepted by the Office of Bar Admissions, you will receive an Admission Document in your Bar Admissions account with instructions on how to submit fingerprints.