

CERTIFIED SOUTH DAKOTA  
BAR APPLICATION KIT

NOTICE: All application materials, enclosures, and required fees in proper form must be postmarked on or before November 1 (for the February bar examination) and on or before May 1 (for the July bar examination) and sent to the following address:

South Dakota Board of Bar Examiners  
500 E. Capitol  
Pierre, South Dakota 57501  
(605) 773-4898

Below you will find:

The Rules and Regulations for Admission to Practice Law in South Dakota are found at <https://ujs.sd.gov/uploads/barexaminers/RReg.pdf>.

- A. Read them before proceeding to fill out the required applications and forms;
- B. The South Dakota Application for Admission to Practice Law on Examination;
- C. The Dean's Certificate of Study;
- D. Instructions for completing the National Conference of Bar Examiners (NCBE) Character Report;
- E. SoftTest Laptop Computer Registration instructions and registration form. Please note deadline dates for registration to use your laptop; and
- F. You must request DCI and FBI fingerprint cards from the Board of Bar Examiners. Instructions on how to fill them out and have fingerprints rolled are below.  
**PLEASE NOTE: AFTER COMPLETING THE FINGERPRINT CARDS THEY MUST BE RE-INSERTED IN THE ENVELOPE PROVIDED AND ATTACHED TO YOUR ORIGINAL BAR APPLICATION. THEY MUST THEN BE RETURNED TO THE BOARD OF BAR EXAMINERS AS PART OF YOUR APPLICATION FOR ADMISSION TO PRACTICE LAW ON EXAMINATION.**
- G. Affidavit **allowing** release of pass/fail results; Affidavit **not allowing** release of pass/fail results.

**\* \* APPLICANTS WITH DISABILITIES \* \***

The Board of Bar Examiners administers the bar examination in a manner which does not discriminate against a qualified applicant with a disability. Applicants with disabilities who wish to request reasonable testing accommodations will find the policy and forms at [https://ujs.sd.gov/uploads/barexaminers/BoardofBarExaminers\\_ADA\\_Policy.pdf](https://ujs.sd.gov/uploads/barexaminers/BoardofBarExaminers_ADA_Policy.pdf). The required ADA forms with attachments must be postmarked on or before November 1 (for the February bar examination) and on or before May 1 (for the July bar examination).

**Accommodations for Health-Related Conditions**

Upon written request the Board of Bar Examiners will consider accommodations for health-related conditions not otherwise covered under the South Dakota Board of Bar Examiners' Policy on Applicants with Disabilities.

An applicant requesting lactation accommodations must submit a request for accommodations in writing, provide medical documentation verifying breast feeding, and list the accommodations believed necessary with as much specificity as possible. Except in extraordinary circumstances, requests for lactation-related accommodations must be submitted at least four (4) weeks prior to the first day of the bar examination.

SOUTH DAKOTA APPLICATION FOR ADMISSION  
TO PRACTICE LAW ON EXAMINATION

BOARD OF BAR EXAMINERS  
500 E. CAPITOL  
PIERRE, SOUTH DAKOTA 57501  
605-773-4898

IN RE APPLICATION OF

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\*  
\*  
\*  
\*  
\*



**PRINT YOUR NAME** as you wish it to appear  
on your certificate of admission

FOR ADMISSION TO  
PRACTICE LAW  
ON EXAMINATION

**TRUTHFUL AND CANDID DISCLOSURE**

Your application, including the National Conference of Bar Examiners' Character Report Application, is a sworn statement filed with the South Dakota Board of Bar Examiners, and the South Dakota Supreme Court. In completing your application, absolute and complete candor and truth is required. The failure to be completely candid and truthful may result in the denial of admission to practice law. The failure to disclose an act or event can be more significant, and may lead to more serious consequences, than the act or event itself. The failure to provide truthful answers, or the failure to inform the Board of any changes to your answers, may result in the denial of admission to practice law. If there is concern as to whether your situation falls within the scope of a particular question, assume that it does.

Once you submit this application, and the NCBE application, you are under a continuing obligation to inform the Board, in writing, of any changes to your answers. This obligation will continue until you are admitted to practice law in South Dakota, or until you withdraw your application, or until the South Dakota Supreme Court denies your application.

**AUTHORIZATION TO RELEASE PASS/FAIL RESULTS**

By submitting this application to sit for the South Dakota bar examination you are authorizing the Board of Bar Examiners to release your name and your pass/fail results to your law school for statistical purposes only, provided that your law school agrees not to disclose the names of its graduates who passed or failed the bar examination to any person or organization outside of the law school.

**To the South Dakota Board of Bar Examiners:**

I hereby apply to sit for the South Dakota bar examination and to be examined as to my qualifications and eligibility for recommendation to the Supreme Court for admission to practice law in the State of South Dakota.

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Date

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Signature of Applicant  
(in black ink)

**PART ONE - IDENTIFICATION**

1. State full name: \_\_\_\_\_
2. Current address: \_\_\_\_\_  
(Number & Street)
- \_\_\_\_\_
- (City) (State) (Zip Code)

NOTE: The address you supply here will be for all official communications. It must be one at which mail will reach you promptly. You are responsible for providing timely written notice of any change in your address or telephone number to the Board of Bar Examiners.

3. Home Telephone Number: \_\_\_\_\_ (area code and number)
4. Cell Phone Number: \_\_\_\_\_ (area code and number)
5. Work Telephone Number: \_\_\_\_\_ (area code and number)
6. Email address: \_\_\_\_\_
7. Last four digits of Social Security Number: \_\_\_\_\_
8. NCBE Number: \_\_\_\_\_

Request your NCBE Number at [www.ncbex.org/ncbe-number](http://www.ncbex.org/ncbe-number). Your unique NCBE Number will be used for identification purposes when you take the Multistate Bar Examination and may be used as an identifier for other bar admissions-related purposes. Note: The on-line account you create to request an NCBE Number is separate from your character and fitness electronic application account.

9. Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
(month, day, year)
10. State your birthplace: \_\_\_\_\_  
(City or town) (State or Country)
11. Are you a citizen of the United States? \_\_\_\_\_  
(Yes or No)
12. If not a citizen, what type of Visa has been issued to you? \_\_\_\_\_
- \_\_\_\_\_

Attach a copy of this Visa to the application.

13. Are you right- or left-handed? \_\_\_\_\_

**PART TWO - LEGAL EDUCATION**

1. My legal education was received as follows (include all law study even though you do not claim credit for it):

(a) Law School:

(1) \_\_\_\_\_ From \_\_\_\_\_  
(Name of School)

\_\_\_\_\_ To \_\_\_\_\_  
(City and State)

(2) \_\_\_\_\_ From \_\_\_\_\_  
(Name of School)

\_\_\_\_\_ To \_\_\_\_\_  
(City and State)

(3) Date degree received or scheduled to receive:  
\_\_\_\_\_

(4) Is your law school accredited by the ABA? \_\_\_\_\_

2. Attach a copy of your law school application(s) as well as any amendments or corrections made to the application during law school.

3. Indicate date(s) you have taken the LSAT and your scores(s).

LSAT Date \_\_\_\_\_ Score \_\_\_\_\_

LSAT Date \_\_\_\_\_ Score \_\_\_\_\_

LSAT Date \_\_\_\_\_ Score \_\_\_\_\_

LSAT Date \_\_\_\_\_ Score \_\_\_\_\_

**PART THREE - PREVIOUS SOUTH DAKOTA EXAMINATIONS**

1. (a) Have you previously taken the South Dakota Bar examination?  
Yes \_\_\_ No \_\_\_

(b) State the month and year of each such examination:

\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

**PART FOUR - EXAMINATIONS IN OTHER JURISDICTIONS**

1. Have you ever applied, or do you intend to apply prior to the taking of the examination for which you are hereby making application, to take a bar examination or an attorneys' examination or for admission to practice law in any other state, jurisdiction or country?  
Yes \_\_\_ No \_\_\_

- a) If so, give the name of the state, jurisdiction or country, the date of such examination and state whether successful or unsuccessful, and whether you were admitted.
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

**PART FIVE - MULTISTATE BAR EXAMINATION**

1. Have you taken the Multistate Bar Examination in any other jurisdiction?  
 Yes\_\_\_\_ No\_\_\_\_
- a. If so, give the name of the jurisdiction and the date of the examination  
 \_\_\_\_\_

**NOTICE:** If you have taken the MBE within twenty-four months of the examination you are applying for, if your MBE score was a scaled score of 135 or above, and if you passed the entire bar examination in the other jurisdiction, the Board of Bar Examiners has the discretion to accept your previous score. You are responsible for having the MBE score transferred to the South Dakota Board of Bar Examiners.

1. I certify that I have\_\_\_\_ have not\_\_\_\_ requested that \_\_\_\_\_  
 (State or NCBE)  
 transfer my \_\_\_\_\_ MBE score to the SD Board of Bar Examiners.  
 (Month and Year)

**PART SIX - MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION**

1. Have you taken the Multistate Professional Responsibility Examination (MPRE)?  
 Yes\_\_\_\_ Date Taken:\_\_\_\_\_ No\_\_\_\_ have not taken exam.
- a. If yes, and taken within twenty-eight months of bar exam you are applying for, have the NCBE release your score to the SD Board of Bar Examiners.
- b. If no, I certify that I \_\_\_\_ have applied or \_\_\_\_ will apply for the  
 \_\_\_\_ March \_\_\_\_ August \_\_\_\_ November MPRE.

**PART SEVEN - JUVENILE OFFENSES**

1. Have you ever been cited, arrested, charged or convicted for any violation of any law as a juvenile?  
 Yes \_\_\_\_ No \_\_\_\_
- a. If yes, complete and attach Form 5 of the NCBE Standard Application to this document. Note: South Dakota uses Form 5 for juvenile violations. The NCBE standard application uses Form 5 for non-juvenile violations.

**PART EIGHT - CONDUCT**

1. Within the past five years, have you engaged in any conduct that:
- a. resulted in an arrest, discipline, sanction or warning;
  - b. resulted in termination or suspension from school or employment;
  - c. resulted in loss or suspension of any license;
  - d. resulted in any inquiry, any investigation, or any administrative or judicial proceeding by an employer, educational institution, government agency, professional organization, or licensing authority, or in connection with an employment disciplinary or termination procedure; or
  - e. endangered the safety of others, breached fiduciary obligations, or constituted a violation of workplace or academic conduct rules?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If so, provide a complete explanation and include all defenses or claims that you offered in mitigation or as an explanation for your conduct. In addition, furnish the following information:

Name of entity before which the issue was raised (i.e., court, agency, etc.)

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone(\_\_\_\_\_) \_\_\_\_\_

Country \_\_\_\_\_ Province \_\_\_\_\_

Nature of the proceeding \_\_\_\_\_

Relevant dates(s) \_\_\_\_\_

Disposition, if any \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explanation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART NINE – USE OF EXAMINATION ANSWERS**

1. I authorize the South Dakota Board of Bar Examiners to reproduce and publish on the Board’s website my essay answer(s) for the benefit of future examinees. Any answer published will be published anonymously. Yes \_\_\_\_\_ No \_\_\_\_\_

**THE PERSON NAMED AS THE APPLICANT IN THE FOREGOING APPLICATION AND QUESTIONNAIRE SAYS:**

I am the applicant for admission to practice referred to; I have carefully read the questions in the foregoing questionnaire and have answered them truthfully, fully, and completely, without mental reservations of any kind. I fully understand that failure to make a full disclosure of any fact or information called for may result in the denial of my application.

I hereby authorize educational or other institutions, my references, employers (past and present), business and professional associates (past and present) and all governmental agencies and instrumentalities (local, state, federal or foreign) to release to the SD Board of Bar Examiners any information, files or records requested by the Board in connection with the processing of this application.

I hereby waive confidentiality and privacy rights and authorize inquiry into state, federal, police, court, and security records concerning me.

I understand that the contents of my character report are privileged and confidential and will not be released to nor made available to me.

I further authorize the SD Board of Bar Examiners to release to the organizations, individuals, and groups listed above any information furnished by me or received by the Board and material to my application.

\_\_\_\_\_  
(Signature of Declarant)



Executed on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name of Declarant)

At \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City, State, and Zip Code)

**THIS FORM MUST BE COMPLETED  
AND SUBMITTED WITH YOUR APPLICATION**

**The following items must be submitted in order for your application to be accepted and processed. They must be sent to:**

**South Dakota Board of Bar Examiners  
500 E. Capitol  
Pierre, South Dakota 57501**

Please check to indicate materials are enclosed:

\_\_\_\_\_ South Dakota Application for Admission to Practice Law. Include:

- A. One copy of the application (pages 2-9 required).
- B. Page 2 of original application:
  - 1. IN RE APPLICATION OF portion completed
  - 2. Dated and signed in black ink
- C. Page 7 of original application signed in black ink.
- D. Recent (within past 6 months) photograph of applicant **no larger than 3x3**.
- E. Copy of law school application(s) for any school listed in PART TWO, with amendments and corrections made to said application(s) during law school career.

\_\_\_\_\_ Dean's Certificate of Study. Include:

- A. The completed certificate if you have graduated from law school, or
- B. Applicant's prepared and signed statement that the dean will send it to the Board of Bar Examiners upon graduation.

\_\_\_\_\_ NCBE Standard Request for Preparation of a Character Report Application. Include:

- A. One copy of the application.
- B. Original application with signatures in black ink.

\_\_\_\_\_ South Dakota DCI fingerprint card in envelope provided.

- A. Personal Identification information is complete.
- B. Authorization and release **on back of card is completely filled out, witnessed, and signed**.
- C. Fully rolled set of fingerprints printed by local law enforcement agency.

\_\_\_\_\_ FBI fingerprint card in envelope with DCI fingerprint card. Use SD ORI cards only.

- A. Personal Identification information is complete.
- B. Fully rolled set of fingerprints printed by local law enforcement agency.

\_\_\_\_\_ If applicable, completed application forms for special testing accommodations.

\_\_\_\_\_ Optional Exemplify Laptop Registration form. Include:

A. Completed and signed form.

**APPLICABLE FEES**

\_\_\_\_\_ \$450 South Dakota Bar Application fee (\$450 if repeat South Dakota bar applicant)  
A. **Certified check or money order made payable to:** South Dakota Board of Bar Examiners.

\_\_\_\_\_ \$355/\$500 National Conference of Bar Examiners character report fee.  
(**\$355 IF** first bar examination following law school graduation.)  
(**\$500 IF** more than one year since law school graduation.)  
A. **Certified check or money order made payable to:** National Conference of Bar Examiners.  
B. **Credit Card payment:** NCBE allows for online payment by credit card.

Include proof of payment with your South Dakota bar application.

\_\_\_\_\_ \$43.25 Fingerprint processing fee-DCI and FBI.  
A. **Certified check or money order made payable to:** South Dakota Division of Criminal Investigation.

\_\_\_\_\_ \$100.00 Exemplify Laptop Registration form fee. If choosing Laptop option.  
A. **Certified check or money order made payable to:** South Dakota Board of Bar Examiners.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)  
(blue ink)

**BEFORE FILING THIS APPLICATION, PLEASE CHECK TO SEE THAT ALL QUESTIONS HAVE BEEN FULLY ANSWERED, ALL REQUESTED INFORMATION FURNISHED AND THE FIRST PAGE OF THE APPLICATION IS SIGNED.**

**NCBE ALLOWS FOR ONLINE PAYMENT BY CREDIT CARD.**

**THE SOUTH DAKOTA APPLICATION FEE, THE FINGERPRINT FEE, AND THE EXAMPLIFY FEE, MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER. ANY OTHER FORM OF PAYMENT WILL NOT BE ACCEPTED. NO APPLICATION WILL BE PROCESSED WITHOUT RECEIPT OF THE PROPER FORM OF PAYMENT.**

DEAN'S CERTIFICATE OF STUDY  
(Strike alternative wording which is inapplicable)

This certifies that the above named applicant \_\_\_\_\_

\_\_\_\_\_ regularly and attentively studied law in \_\_\_\_\_  
(Name of Law School)

during the following named period, to wit:

From \_\_\_\_\_, \_\_\_\_\_, to \_\_\_\_\_, \_\_\_\_\_

From \_\_\_\_\_, \_\_\_\_\_, to \_\_\_\_\_, \_\_\_\_\_

From \_\_\_\_\_, \_\_\_\_\_, to \_\_\_\_\_, \_\_\_\_\_

that such study was under the personal direction and supervision of myself and the other preceptors and teachers of said law school; that said law school at the time of said study was one having a three-year course of study of law required before graduation, and that said law school was duly accredited by the American Bar Association at the time of the applicant's graduation; and I further certify that the said time of study by said applicant in said law school is equivalent to \_\_\_\_\_ full years in said law school, and that said applicant has received a total of \_\_\_\_\_ law school credit hours.

I further certify that the said applicant was admitted to such regular class standing in said school and remained in such standing during the time of his study aforesaid; that the applicant's law school records reveal no information that adversely reflects on the applicant's moral character except as is noted at the bottom of this certificate; that applicant was (is) a candidate for graduation from such school with the class which graduated (will graduate) on \_\_\_\_\_, but failed (will fail) to graduate with such class for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
(If because of lack of credits, specify in which applicant failed.)

WITNESS my hand and seal of said law school this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Dean of said law school)

(S E A L)

## NOTICE

1. Send the enclosed certificate of study to the Dean of your law school.
  - a. If you have graduated, have the Dean of your law school complete the certificate and return it to you for inclusion with your application.
  - b. If you have not graduated, have the Dean of your law school complete the form immediately upon your graduation and mail it directly to:

Board of Bar Examiners  
500 E. Capitol  
Pierre, SD 57501

Prepare and sign a statement that you have given the blank certificate to the Dean of your law school and have requested the Dean to forward the completed form to the Board of Bar Examiners upon your graduation. Include the signed statement with your bar exam application.

# Application for Admission to the Bar of South Dakota National Conference of Bar Examiners (NCBE) Character Report Instructions

There are 2 options for completing the application, **Standard Request for Preparation of a Character Report**.

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## **OPTION 1-Complete On-Line – PREFERRED –**

Download the electronic version from the NCBE web site at [www.ncbex.org](http://www.ncbex.org) by clicking on the Character and Fitness tab then, click on Standard Electronic Application.

Review the additional instructions included on the first few pages of the application. Send a certified check or money order, payable to National Conference of Bar Examiners with your ORIGINAL hard copy of the Standard Request for Preparation of a Character Report. NCBE allows for online payment by credit card. This option is provided after your online character report has been completed.

Complete the **entire** application by navigating thru each screen. The final screen is labeled "creating a printable PDF file" where you will print a hard copy of your data.

### **Sign and notarize,**

The final page of the application; and  
Three ORIGINAL authorization and release forms included in the application.

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## **OPTION 2**

Download and print a blank application from the NCBE web site at [www.ncbex.org](http://www.ncbex.org) by clicking on the Character and Fitness tab then, click on The Character Report Service and blank forms, and click on Click here to Download the Application

Review the additional instructions included on the first few pages of the application. Disregard the "Method of Payment" section on page iii; South Dakota requires certified check or money order.

Type the **entire** Standard Request for Preparation of a Character Report.

### **Sign and notarize,**

At approximately page 16 of the application (dependant upon printer used); and three ORIGINAL authorization and release forms, included directly after above page in the application.

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**Make TWO complete copies of your character application. Retain one copy for your records; one copy must accompany your original application.**

**Send a certified check or money order, payable to National Conference of Bar Examiners with your ORIGINAL hard copy of the Standard Request for Preparation of a Character Report. NCBE allows for online payment by credit card. This option is provided after your online character report has been completed.**

Mail the **Standard Request for Preparation of a Character Report** application, one copy, AND payment to:

South Dakota Board of Bar Examiners  
500 East Capitol  
Pierre, SD 57501

**Law Student Filer**

Your request for a character report must be received at the National Conference of Bar Examiners within fifteen months of first enrollment in law school.

**Regular Filers**

The package must be postmarked with the following filing deadline dates:

If you are taking the February exam, the filing deadline is November 1.

If you are taking the July exam, the filing deadline is May 1.

After processing of your application is complete, NCBE will return your entire Standard Request for Preparation of a Character Report to South Dakota Board of Bar Examiners.

TO WHOM IT MAY CONCERN:

FROM: SD Division of Criminal Investigation (DCI)

SUBJECT: Procedures for Record Checks in Compliance with HB 1054/SDCL 16-16-2.6

**South Dakota Requirements for Background Checks:**

1. The Board must obtain state applicant fingerprint cards from the DCI. All necessary supplies are available through the DCI Identification Section.
2. This fingerprint card must be completed to **include the applicant's name, date of birth, gender and social security number** as the minimum requirements for demographic information.
3. The authorization and release form **printed on the back of the card must be completely filled out and signed**. Be sure to include the correct address of the South Dakota Board of Bar Examiners, where the search results response should be sent.
4. The fingerprint card must also include a fully rolled set of fingerprints per SDCL 23-5-12, which requires "fingerprint identification."
5. The individual must take the fingerprint card to his/her local law enforcement agency (Police Department or Sheriff's Office) to be printed. There may be an additional charge by these agencies to cover the cost of fingerprinting.
6. The DCI requires a \$24 fee for each request to cover the cost of processing the background check. (The FBI charges a separate fee for the federal search.) The two fees should be combined into one payment of \$43.25 to the DCI in the form of a **certified check or money order**.
7. Upon receipt of all necessary information, fingerprints and fee, DCI will conduct a state search and supply a copy of any criminal history that is found or a letter stating that there is no criminal history. These results do not include federal charges, juvenile offenses, sealed records, minor traffic violations or out of state information. Fingerprint cards will be destroyed and will not be returned with the responses.



## **Federal Bureau of Investigation (FBI) Background Checks:**

1. A special FBI applicant fingerprint card (provided by the Board) must be obtained. This fingerprint card will have the **preprinted ORI** of South Dakota, which has been assigned by the FBI and will be found in the contributor block on the card. The reason for fingerprinting which indicates that the search is for a South Dakota Board of Bar Examiners applicant per SDCL 16-16-2.6 will be pre-stamped on the card as well.
2. This fingerprint card must be taken to the individual's local law enforcement agency to be printed. The FBI requires fingerprint-based searches for all applicants.
3. All necessary information including name, date of birth, gender and social security number must be provided on the fingerprint card as minimum requirements. Incomplete requests will be returned without processing.
4. The FBI charges a fee for this search. Payment and submission of information must be channeled through the South Dakota DCI as the central repository and single source to the FBI. Total payment of \$43.25 to cover the costs of both the state and federal background checks should be included with each request. All will be returned if incorrect payment is sent with the card(s).
5. Upon receipt of all necessary information, fingerprints and the required fee, the DCI will forward the request to the FBI. If no record is found based on the fingerprint search, a response sheet will be returned. If the search reveals a match with an arrest record in the FBI files, a computer record print-out will be returned. Fingerprint cards will be destroyed. If the FBI rejects due to the fingerprint image quality, the card and rejection notice will be returned to the Board for re-submittal. In order for you to not be re-charged for the second attempt, the original card and paper work must be returned to DCI along with the new fingerprint card.
6. 28 C.F.R. § 16.34 provides a process for challenging information in your federal criminal history record. For further information, to go [www.FBI.gov](http://www.FBI.gov).

**NOTE: Both the DCI and FBI fingerprint cards enclosed have a preprinted ORI of South Dakota specific number and must be used. *If other ORI specific fingerprint cards are used they will be rejected. Return completed fingerprint cards and fees along with your application for distribution.***

## Examplify Laptop Computer Registration

The South Dakota Board of Bar Examiners is pleased to announce examinees will be permitted to use personal laptop computers which have installed and registered **ExamSoft's Examplify™** software for the essay portion of the Bar Examination. This exam will be administered using **ExamSoft's FlexSite** Internet-based exam delivery option and is being offered to all examinees who have filed their application for admission for the examination, and who sign up and complete registration of Examplify.

### To use a laptop for the essay examination you must:

- Download and register Examplify *onto the computer you will use on exam day*. (NO EXCEPTIONS)
- Confirm your laptop computer meets the minimum specifications listed below.
- Ensure your laptop is configured for access to the Internet.
- Complete and return a **Mock Exam** using Examplify *prior* to the published registration deadline.
- Have experience using computers.
- Agree to handwrite your examination in the event of a hardware/software malfunction or power failure.
- Agree to not remove, delete or uninstall Examplify or any Examplify program files until results have been published.

### To participate you must:

- Complete the Examplify Registration form and pay the non-refundable/non-transferable fee by December 1 for the February examination and May 1 for the July examination.
- The Examplify software will be available for downloading from ExamSoft's Web site in advance of the examination. Install the Examplify software onto your laptop by February 1 for the February examination and July 1 for the July examination.
- Complete and return a **Mock Exam** using Examplify *prior* to the published registration deadline.

### ExamSoft FAQ's:

#### Who is ExamSoft?

**ExamSoft Worldwide, Inc.** is a software developer specializing in computerized assessment and assessment administration programs.

#### What is Examplify™?

**Examplify** is a high stakes assessment program developed and licensed by **ExamSoft** that enables exam takers to securely take examinations downloaded to their own laptop computers by blocking access to files, programs and the Internet during an exam.

## What is FlexSite?

FlexSite is ExamSoft's Internet-based exam delivery option. Using Exemplify, you will *download* your exam prior to exam day and *upload* your answers after the exam via the Internet. You **WILL NOT** require Internet connectivity during your exam. You **WILL** require Internet connectivity to download your exam and upload your answers. It is not possible to take secure exams through a virtual operating system such as Microsoft's Virtual Machine, Parallels or VMware, VMware Fusion or any other virtual operating system environment. Although Exemplify can be installed and registered on virtual platforms, it will only be enabled for non-secure Practice Exams.

## Will there be Internet Connectivity at the Test Site?

Yes, for the purpose of uploading your answers only.

## What are the recommended minimum system requirements for using Exemplify and FlexSite?

Exemplify can be used on virtually any modern computer (i.e. purchased within the last 3-4 years). Specific system requirements are found on the ExamSoft website at <https://learn.examssoft.com/about>.

### PC System Requirements

Exemplify can be used on most modern Microsoft Windows based computers (i.e. purchased within the last 3-4 years). Please see specific system requirements as noted below.

Exemplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

### Exemplify Windows

#### PC System Requirements:

- Operating System: 32-bit and 64-bit Versions of Windows 10.
- ***Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT supported at this time.***
- Only genuine, U.S.-English versions of Windows Operating Systems are supported
- ExamSoft does not support tablet devices other than Surface Pro as detailed below
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: 2GB or highest recommended for the operating system
- Hard drive: 1GB of available space or highest recommended for the operating system
- For onsite support, a working USB port is required (newer devices may require an adaptor)
- Internet connection for Exemplify download, registration, exam download and upload
- For technical troubleshooting, account passwords, including BitLocker keys, may be required.
- Screen resolution must be 1024x768 or higher
- Administrator level account permissions

### Mac Requirements

Examplify can be used on most modern Mac OS X based computers (i.e. purchased within the last 3-4 years). Please see specific system requirements as noted below.

Examplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

### **Examplify Mac**

- Operating System: OS X 10.11 (El Capitan), OS 10.12 (Sierra) and OS 10.13 (High Sierra), OS X 10.14 (Mojave). Only genuine versions of Mac Operating Systems are supported.
- CPU: Intel processor
- RAM: 2GB
- Hard Drive: 1GB or higher available space
- Server version of Mac OS X is not supported
- For onsite support, and in order to backup the answer files to a USB, a working USB port is required (Newer devices may require an adaptor)
- Internet connection for Examplify Download, Registration, Exam Download and Upload
- Administrator level account permissions
- iPads are not allowed

### **Other Requirements:**

- Agree to hand write your examination in the event of a hardware/software malfunction or power failure.
- Agree to upload your answer file(s) via the Internet by the deadline imposed.
- Agree to not remove, delete or uninstall Examplify or any Examplify program files until results have been published.

Should you require any technical assistance or have any questions about using Examplify, please visit <https://learn.examssoft.com/about>.

### **What is the Examplify Registration Process?**

The Registration Process records you as an applicant who has been properly enrolled to take their exam on computer *and* provides you a copy of Examplify to install on your computer. It confirms you have downloaded and installed Examplify, registered your copy of Examplify and downloaded your exam so you may use your computer on exam day.

### **How can I check to make sure I have Registered successfully?**

Once you register with Examplify, you will be advised on-screen and via email that you have done so successfully. You will also receive email confirmation for each exam file downloaded. You may also access your registration status online.

### **What is the Mock Exam?**

The Mock Exam confirms your laptop is compatible with Examplify and enables users to familiarize themselves with how to open; write and upload answer files *prior* to exam day. The Mock Exam must be completed by the registration deadline to ensure your computer has been

configured properly for use on exam day. Failure to do so will require you to handwrite your exam on exam day.

### **How do I get a copy of the Mock Exam?**

One copy of the Mock Exam will be automatically downloaded after you have registered your copy of Exemplify. You will receive email confirmation the download has occurred along with instructions on how to complete the Mock Exam.

### **How will I know if my Mock Exam answer file was returned?**

A visual 'progress status' (blue bar) is displayed as the upload takes place. When the upload is complete, a 'success' message is displayed on screen. An email confirmation is then sent to the email address you provided when you registered.

### **May I practice with the software?**

Yes. There are two options. We STRONGLY urge you to take advantage of both.

**Internet Delivered Mock Exam** – Additional copies of the Mock Exam are available to familiarize you with Exemplify. Internet connectivity is *only* required to download an additional copy of the exam file and upload the answer file. **NO** Internet connectivity is required while taking the exam. Instructions for downloading additional copies of the Mock Exam, taking and uploading the answer file may be found at <http://support.examsoft.com/h/>.

**Practice Exam Built into Exemplify** – After registering **Exemplify**, launch the program by double-clicking the **Exemplify** icon on your Windows Desktop and then click 'Launch Exemplify'. When **Exemplify** opens click the "Practice Exam" button. This enables you to familiarize yourself with the **Exemplify** exam environment and word processing features. The Practice Exam *cannot* be saved and *no answer file* will be uploaded. You may use this Practice Exam as many times as you wish.

### **What if I have problems or questions?**

Begin by visiting ExamSoft's FAQ's web page located at <https://learn.examsoft.com/about/examsoft-support>. Technical support from ExamSoft will also be available to you via email at [support@examsoft.com](mailto:support@examsoft.com) or by phone M-F 8:30 a.m. – 8:30 p.m. EST at 866-429-8889.

**SOUTH DAKOTA BOARD OF BAR EXAMINERS  
EXAMPLIFY REGISTRATION FORM  
MPT/MEE/Indian Law Exam by Laptop Computer**

Registration form and fee must be received in the office of the  
South Dakota Board of Bar Examiners by **DECEMBER 1 for the February bar examination**  
**or MAY 1 for the July bar examination.**

(Please print legibly)

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

I have submitted an application to take the February/July South Dakota Bar Exam and wish to complete the MPT, MEE and Indian Law portion of the exam on a laptop computer.

**I have included a separate certified check or money order made payable to the Board of Bar Examiners in the amount of \$100 to cover the additional costs associated with the laptop computer registration.**

I understand that I will only be entitled to a refund in the event that ExamSoft verifies, my computer cannot be qualified. I will not be entitled to a refund if I fail to attend the bar exam, withdraw from the exam, or am disqualified by the Board for any reason. I understand, I will not be entitled to a refund in the event of a hardware or software malfunction, or a site power failure on the day of the bar examination.

I understand that the fee is for the current administration of the bar exam only and cannot be transferred to the next bar examination.

I submit this registration form with the understanding that the use of electronic technology in completing my essay answers carries with it some risks, such as power failure, computer failure, etc. I recognize those risks and understand that in the event of such developments, I will be obligated to hand write my answers to the questions.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MAIL OR DELIVER TO:**                      **South Dakota Board of Bar Examiners  
500 East Capitol  
Pierre, South Dakota 57501**

