



Member Request Form

Attorney Name: _____ Bar #: _____

Please indicate how many documents you are requesting and send the appropriate fee – **check or money order only (payable to NC State Bar.) No cash or credit card payments accepted.**

_____ Original Certificate of Good Standing by mail: **\$5.00 per certificate**

_____ PDF Certificate of Good Standing by email: **No Charge. Only one PDF will be sent.**

_____ Bar Application Copy*: **\$30.00 per copy of each application (Bar applications are not public record and can only be released to the requesting attorney.)**

_____ Bar ID Card: **One bar card can be issued per attorney request at no charge. A second bar card requested within 12 months requires a fee of \$10.00.**

Mailing or email address where document(s) should be sent:

Return form by mail: NC State Bar
Membership Dept.
P.O. Box 26088
Raleigh, NC 27611

Return form via FedEx: NC State Bar
Membership Dept.
217 E. Edenton Street
Raleigh, NC 27601

Return form via email (for items with no fee): pmcwilliams@ncbar.gov

Original certificates and bar cards are typically mailed within two days upon receipt of the request. For rush return, please provide a pre-paid FedEx return envelope or shipping label.

***Bar files may be stored off-site. Please allow 2-3 weeks for bar application copies.**

Office Use Only:

Request received: _____ Date Issued: _____

Approvals: MEM _____ CLE _____ GRV _____