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## 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.)**

\_\_\_\_\_ Replacement 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): [MembershipRequests@ncbar.gov](mailto:MembershipRequests@ncbar.gov)

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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.**

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**Office Use Only:**

Request received: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Approvals: MEM \_\_\_\_\_ CLE \_\_\_\_\_ GRV \_\_\_\_\_