

**APPLICATION FOR CERTIFICATION OF LIMITED PRACTICE  
AS A FOREIGN LEGAL CONSULTANT PURSUANT TO  
SUPREME COURT OF DELAWARE RULE 55.2**

**INSTRUCTIONS**

Your application to the Delaware Board of Bar Examiners of the Supreme Court of Delaware (the “Board”) for certification under Delaware Supreme Court Rule 55.2 consists of two parts: this Application Form; and a Character Report that you must obtain directly from the National Conference of Bar Examiners (“NCBE”). A non-refundable application fee of [\$1,000] must be paid at the time that you submit this Application. A separate fee must be paid directly to the NCBE when you apply to the NCBE for a Character Report.

***THE APPLICATION FORM.*** A copy of this completed application form must be submitted to the Board at the following address:

Delaware Board of Bar Examiners  
Attn: Executive Director  
The Renaissance Centre  
405 North King Street, Suite 420  
Wilmington, DE 19801

You must include all required documentation. For any question that requests an explanation on a separate sheet of paper, please provide as much detail as possible. You must also submit your \$1,000 payment with the completed application. Payment shall be made in the form of a check made out to the Delaware

Board of Bar Examiners. Applications that do not include payment will not be considered.

***THE CHARACTER AND FITNESS REPORT AND INVESTIGATION.***

You must submit a Request for Preparation of a Character Report from the National Conference of Bar Examiners (the “NCBE Request Form”). The NCBE Request Form, which must be submitted electronically, is available at <http://www.ncbex.org/ea/>. You will be required to create an NCBE account to access the NCBE Request Form, and to pay a separate fee for the Character Report *directly* to NCBE. ***You must submit a copy of your NCBE Request Form to the Board with your Application.*** The NCBE Request Form will be processed by the NCBE and may take several months to complete. NCBE will prepare and deliver to the Board a Character Report which will become part of your Application for Certification under Rule 55.2.

After the Character Report is received from the NCBE, the Board will review the entire application package and make a recommendation to the Supreme Court regarding whether the applicant meets the requirements set forth in Rule 55.2 to be certified as a Foreign Legal Consultant. If the Supreme Court grants the applicant’s admission, the applicant must register with the Supreme Court, take the required oath and otherwise comply with requirements of Supreme Court Rule 55.2.

***DUTY OF CANDOR AND TO UPDATE YOUR APPLICATION.*** You have a duty of candor and an obligation to provide truthful, correct, and complete information with respect to the application and any information or documentation provided by you in connection with it. Falsifying or willfully omitting any information or documentation may result in the Board recommending to the Delaware Supreme Court that your application be denied. The duty of candor and obligation to provide truthful, accurate, and complete information continues until such time as you may be certified as a foreign legal consultant by the Delaware Supreme Court. You have an obligation, therefore, to submit promptly any changes or updates to your application if at any time the information you provide in your application is no longer truthful, accurate, and complete. You must update your application as soon as reasonably possible if the need to update arises. The duty to update continues so long as your application remains pending and until such time as you may be certified as a foreign legal consultant by the Delaware Supreme Court.

**\* YOU MUST INCLUDE ALL REQUIRED FORMS WITH YOUR APPLICATION. THE BOARD WILL NOT CONSIDER YOUR APPLICATION UNTIL IT IS COMPLETE AND ALL REQUIRED INFORMATION AND FORMS HAVE BEEN SUBMITTED.**

**\* ALL FEES ARE NON-REFUNDABLE.**



## **APPLICATION**

I hereby apply for certification as a Foreign Legal Consultant in the State of Delaware, pursuant to Rule 55.2 of the Rules of the Supreme Court of Delaware and certify that all information provided below is complete and accurate.

## Question 1. Name

### A. State your full legal name:

You must use your full legal name in all places where your name is required. If the Board recommends that you be certified as a Foreign Legal Consultant, you will be certified in your full legal name. This is your full name as it appears on your birth certificate or name change order. Initials are not acceptable unless initials are part of your full legal name.

If your name as stated above is different from the name stated on any documentation submitted with this application, describe when and why your name was changed. If a change was made in a judicial or naturalization proceeding, enclose an exact and complete copy of the order or other evidence of change with your application.

### B. Is the name listed above your FULL legal name as described in the explanation above and are all documents submitted with this application in your full legal name? Yes/No

If no, attach an explanation on a separate sheet of paper.



## Question 2. Address and Contact Information

### A. Your Address

Physical Home Address:

Mailing Address (if different from above)

Telephone Numbers (you must provide at least one telephone number that the Board may use to contact you if necessary):

Home:


Work:

Mobile:

Other:

Email address:

The Board will communicate with you primarily by email. Therefore, it is important that you update your email address with the Board if it changes. If you do not wish to use email as the primary means of communication, you must contact the Executive Director of the Board to discuss an alternate means of communication.



**B. List the address in Delaware that will be used for purposes of Delaware Supreme Court Rule 55.2(e)(2)(C)(i)(4).**

**C. List the address, telephone number, and relationship of any person located in the United States who can assist the Board in contacting you (optional):**

  
**Question 3. National Laws for Which You Seek Certification**

List below the foreign nation(s) for which you seek certification as a foreign legal consultant in Delaware.



#### **Question 4. Citizenship**

- A. Of what country(ies) are you a citizen?**
- B. For any passports that you hold, list the issuing country, the date issued, and the passport number. Submit a copy of each passport that you hold with this application.**
- C. Do you hold a driver's license or other form of identification card issued by any state within the United States?**

If yes, submit a copy of any such licenses or identification cards with this application.

**D. National Identification Numbers.**

List any of the following numbers that you have:

- Social Security Number (if none, so state):
- National Identification ("CEDULA") number or equivalent (if none, so state)

## Question 5. Immigration Status

**A. If you are not a United States citizen, are you presently:**

- i. A United States National?
- ii. An alien lawfully admitted to the U.S. for permanent residence?
- iii. An alien authorized to work lawfully in the United States?

If you answered "No" to all three questions above, explain how you are entitled to work lawfully in the United States. If you answered "yes" to any of the questions above, **you must provide the applicable proof of your citizenship status or INS status as you have indicated above** that will become a part of your permanent application and will not be returned to you.

**B. If you are not a citizen of the United States, state the basis for your admission to the United States:**

Type of Visa:

Date of Issue:

Place of Issue:

Have you been issued an alien registration number? If yes, what is your alien registration number?

**Question 6. Military Service.**

- A. Have you ever been a member of the United States Armed Forces, meaning the Army, Marine Corps, Navy, Air Force, Coast Guard, Army Reserve, Marine Corps Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard of the United States, or Air National Guard of the United States?**

If yes, list all military branches in which you have served and the dates of service.

- B. Have you ever performed any other kind of military service in the United States, including service in a civilian auxiliary of the United States military (e.g., Civil Air Patrol, Merchant Marines, Coast Guard Auxiliary), a state defense force (e.g., Texas State Guard, Ohio Military Reserve, California Naval Militia), the Puerto Rico State Guard?**

If yes, list all such military branches in which you have served and the dates of service.

- C. Have you ever performed any kind of military service in any country other than the United States?**

If yes, list all such countries military branches in which you have served and the dates of service.

- D. Were you ever disciplined, dishonorably discharged, suspended, or accused or charged with misconduct in connection with any of the military service identified above?**

If yes, attach an explanation on a separate sheet of paper.

**Question 7. Employment Information**

**A. Are you currently employed? Y/N**

**B. If yes, provide the following information regarding your employer.**

Name:

Address:

Telephone:

Position held:

How long have you been employed by this employer? \_\_\_\_\_ years \_\_\_\_\_  
months.

## **Question 8. Employment History**

List your employment history since you were eighteen years of age, or the past 10 years, whichever is shorter. If your work history includes temporary employment where you worked for an employer but were paid by a temporary staffing agency, you should identify the company for which you performed the work as the "employer" as well as the temporary staffing agency. For each employer, provide the employer name, address and telephone number, the beginning and end dates of your employment, and the position you held.

For purposes of responding to Question 8, the term "employment" means any kind of employment or work, without regard to whether the work was full-time, part-time, or temporary in nature, or whether you were compensated for the work. This includes, for example, self-employment, clerkships (judicial or otherwise), internships, externships, fellowships. It does not matter if you received school credit instead of monetary compensation for the work.

Your employment history must also account for each occasion during which you were unemployed (not working) for at least 30 consecutive days. For each such occasion, identify the period of time you were not working.



**Question 9. Employment Termination.**

Have you ever been terminated, suspended, disciplined or permitted to resign in lieu of termination from any employment?

If yes, attach an explanation on a separate sheet of paper.

**Question 10. Admission To Practice Law In Foreign Jurisdictions.**

**A. List below ALL foreign jurisdictions in which you have ever been admitted to practice law or been certified as a foreign legal consultant, dates admitted, and dates engaged in practice in that jurisdiction.**

Foreign Jurisdictions	Date Admitted	Have you been engaged in the practice of law continuously without interruption since date admitted (yes/no)	If you have not been continuously engaged, give the dates you were engaged in the practice of law in such jurisdiction

**B. Have you been in good standing in all of the above jurisdiction(s) throughout the period of your admission?**

If no, attach an explanation on a separate sheet of paper.

**C. Have you ever been disciplined for professional misconduct?**

**D. Have you ever been disbarred or had your license suspended?**

**E. Are any charges of misconduct currently pending against you?**

**F. Do you know of any threatened charges of misconduct against you?**

If you answered “yes” to any of subparts C through F, attach an explanation on a separate sheet of paper.

**Question 11. Admission to U.S. Jurisdictions:**

**A. List below ALL U.S. jurisdictions in which you have ever been admitted to practice law or been certified as a foreign legal consultant, dates admitted, and dates engaged in practice in that jurisdiction (If None, state "None.").**

U.S. Jurisdictions	Date Admitted	Have you been engaged in the practice of law continuously without interruption since date admitted (yes/no)	If you have not been continuously engaged, give the dates you were engaged in the practice of law in such jurisdiction



**Question 12. Character Questions.**

- A. Have you ever been cited, charged, accused, arrested for and/or charged with a violation of the law (including moving traffic violations) either in the U.S. or in any other jurisdiction?**
- B. Have you ever been offered or granted immunity, testified or been called as a witness in any criminal action or criminal proceeding in which you were not a party?**
- C. Have you ever been denied admission to practice law in any jurisdiction based upon character or fitness?**
- D. Have you ever been disbarred, suspended, censured, or otherwise reprimanded or disqualified as an attorney?**
- E. Have you ever been the subject of any formal or informal charge, complaint, grievance, investigation, or inquiry regarding your conduct as an attorney?**
- F. Have you ever been the subject of any formal or informal charge, complaint, grievance, investigation, or inquiry regarding the unauthorized practice of law?**
- G. Have you ever been a party to a civil lawsuit in which an adverse judgment was rendered against you?**
- H. Have you ever been denied a license for a business, trade, or profession (e.g. CPA, real estate broker, physician, etc.) or have you ever had a business, trade or professional license revoked?**

If you answered “yes” to any of the above questions, attach an explanation on a separate sheet of paper for each question to which you responded “yes.”

**Question 13. Civil / Administrative Proceedings**

For purposes of Question 13, "Affiliated Entity" means any entity in whose management or control you have participated, or any non-public entity in which you have directly or beneficially owned at least a 5% interest. This definition also applies to Questions 14, 15 and 16.

- A. Have you or an Affiliated Entity ever been named as a party in any civil, criminal, administrative, or other proceeding?**
- B. Has there ever been a civil, criminal, administrative, or other proceeding in which an allegation was made against you or the Affiliated Entity of fraud, deceit, misrepresentation, forgery or legal malpractice, without regard to whether you or the Affiliated Entity was a party in the proceeding?**

If you answered "Yes" to either of the above, attach an explanation on a separate sheet of paper.

**Question 14. Failure to File or Pay Income Tax**

Have you or an Affiliated Entity ever failed to file a federal, state, or local income tax return when due and without a lawful extension or have you or an Affiliated Entity ever failed to pay federal, state, or local income taxes when due?

If yes, attach an explanation on a separate sheet of paper.

**Question 15.      Bankruptcy**

Have you or an Affiliated Entity ever filed a petition for bankruptcy?

If yes, attach an explanation on a separate sheet of paper.

## **Question 16. Financial Disclosures**

For purposes of Question 16, a "creditor" is any person or entity (i) to whom a debt is owed, (ii) that has the right to require the performance of any legal obligation, contract, or guaranty, (iii) that has a legal right to damages arising out of contract or tort, or (iv) that has extended or arranged for the extension of credit (such as a credit card or a home equity line of credit), even if there is currently a zero balance with that creditor.

- A. Have you or an Affiliated Entity had any debts which have been more than 90 days past due within the past seven years?**
- B. Have you or an Affiliated Entity ever had a credit card or charge account revoked?**
- C. Have you or an Affiliated Entity ever defaulted on any debt?**
- D. Have you or an Affiliated Entity ever surrendered a credit account in lieu of recovery action by one or more of your creditors?**
- E. Submit a copy of a credit report for you and any Affiliate Entity from the three major credit bureaus (TransUnion, Equifax, Experian).**

**Question 17. Attachments**

To be complete, the following documentation must be attached to this Application and such documentation is hereby incorporated as a part of this sworn Application. **IF ANY DOCUMENT REQUESTED BELOW IS NOT IN ENGLISH, EACH DOCUMENT MUST BE ACCOMPANIED BY A DULY AUTHENTICATED ENGLISH TRANSLATION, SAID TRANSLATION TO BE EFFECTED BY A CERTIFIED TRANSLATOR.** Please initial on each line to indicate that the documentation is attached. Attach the documentation **IN THE NUMERICAL ORDER INDICATED AND** provide on a separate sheet of paper that follows the attachment the **COMPLETE** name, address and telephone number of the referenced entity, authority, court or person from which the documentation was requested.

(Initial)\_\_\_\_(1) A duly authenticated certificate from the authority (MUST be the professional body or governmental authority having final jurisdiction over professional licensing and discipline) in each foreign nation in which the applicant is admitted to practice, accompanied by the official seal, if any, of such entity and which shall certify (1) the authority's jurisdiction in such matters; (2) the applicant's admission to practice law in such foreign nation and the date thereof; (3) the applicant's good standing as an attorney, counselor at law, or the equivalent; and (4) whether any charge or complaint has ever been filed against the applicant with such

authority, and if so, the substance of each such charge or complaint and the adjudication or disposition thereof; and

(Initial)\_\_\_\_(2) A letter of recommendation signed by and with the official seal, if any, of one of the members of the executive body of such authority listed in 15(1) above or from one of the judges of the highest court of law or court of original jurisdiction of each foreign nation, certifying to the applicant's professional qualifications; and

(Initial)\_\_\_\_ (3) For each foreign nation for which you seek certification as a foreign legal consultant in Delaware, attach a detailed summary of the nature and extent of your practice of law in such foreign nation(s), with particular emphasis on the past seven years. For each employer, provide the following: timeframes (month/year); complete name, address and telephone number of employer; hours worked per week. If you have not been engaged in the general private practice of law, you must provide a detailed summary of your prior duties for each employer as they may have related to the general practice of law. If at any time in the last seven years you were self-employed in the practice of law, you must provide the following additional information: 1) Income Tax Return Forms for each year of self-employment; 2) Copy of your lease for office space during all periods of self-employment; 3) List of three (3) client references represented by you during your

self-employment, include complete name, address, phone number; 4) Affidavit which affirms that your self-employment involved or related to the rendering of advice or the providing of legal services concerning the law of the said foreign nation. If you are unable to provide any of the requested information, you must submit a written explanation of why you cannot provide it.

(Initial)\_\_\_\_(4) Attach a letter of recommendation from at least two (2) attorneys, counselors at law, or the equivalent admitted in and practicing in each foreign nation where the applicant is admitted which sets forth the length of time, when, and under what circumstances they have known the applicant and their appraisal of the applicant's moral character;

(Initial)\_\_\_\_(5) Attach a letter of recommendation from at least one (1) member in good standing of the Delaware Bar, setting forth the length of time, when, and under what circumstances they have known the applicant and their appraisal of the applicant's moral character;

(Initial)\_\_\_\_(6) I have completed the National Conference of Bar Examiner's (NCBE) Character and Fitness Application and have submitted that form together with the requisite fee and required attachments to the NCBE. I enclose with this application one complete copy of my fully completed NCBE Character and Fitness Application.




(Initial)\_\_\_\_(7) To the extent that my response to any question on the Application required an explanation on a separate sheet, I have attached such explanations.

(Initial)\_\_\_\_(8) I was born on (month) (day), (year). I enclose a copy of my birth certificate or a copy of my passport as proof of my age.

(Initial)\_\_\_\_(9) I, \_\_\_\_\_, the undersigned applicant for Certification as a Foreign Legal Consultant, do hereby affirm that I will immediately notify (in writing) the Delaware Board of Bar Examiners during this application process of any complaint or lawsuit made or brought against me which arises out of or is based upon any legal services rendered or offered to be rendered by me within any U.S. jurisdiction or other foreign nation.

(Initial)\_\_\_\_(10) I hereby acknowledge that I have read Rule 55.2 of the Rules of the Supreme Court of Delaware, and I agree to abide by all rules, regulations, requirements, and limitations applicable to Foreign Legal Consultants in Delaware. I acknowledge that if I am certified to practice as a Foreign Legal Consultant under Rule 55.2, I may render legal services in the State of Delaware with regard to matters involving only the law of the foreign nation(s) in which I am certified or international law; and I further acknowledge that, for the purposes of the practice permitted under Rule 55.2, the term “international law” is limited to that



body of laws, rules or legal principles that are based on custom, treaties or legislation and that control or affect (1) the rights and duties of nations in relation to other nations or their citizens, or (2) the rights and obligations pertaining to international transactions. I further acknowledge that the practice permitted under Rule 55.2 does not authorize a foreign legal consultant to appear in court.

## **CERTIFICATION**

I have read the foregoing questions and instructions, have answered all questions fully and frankly, and hereby affirm that all of the information provided herein is, of my own knowledge, true, correct, and complete in all respects. I am aware that I have a duty promptly to inform the Delaware Board of Bar Examiners of any circumstances occurring after the date of this application that would affect my responses herein.

In making this application for certification as a Foreign Legal Consultant in the State of Delaware, I agree to give any further information that may be requested in reference to my past record. I understand that an investigation will be made by the Delaware Board of Bar Examiners and/or its designee to determine my eligibility for certification and I hereby authorize such investigation, whether by the Delaware Board of Bar Examiners, and/or the National Conference of Bar Examiners or their representatives.

---

Signature of Applicant

I certify that the above applicant personally appeared before me, provided satisfactory evidence of his or her identity and made oath that all statements contained in this application are true and complete.

Given under my hand this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

My commission expires on \_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Registration Number (if applicable) \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**NOTARY SEAL** (must be affixed)

**Delaware Board of Bar Examiners:  
AUTHORIZATION AND RELEASE**

I, \_\_\_\_\_, hereby apply for a character report and consent to have an investigation made as to my moral character, professional reputation and fitness for practice as a Foreign Legal Consultant, and that such information as may be received will be reported to The Delaware Board of Bar Examiners (The Board). I agree to give any further information which may be required in reference to my past record.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association or institution having control of any documents, medical records and/or other records and other information pertaining to me, to furnish to The Board or any of its agents or representatives any such information, including documents, medical records and/or other records, bar association files regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data and to permit The Board or any of its agents or representatives to inspect and make copies of such documents, medical records and/or other records, and other information.

I hereby release, discharge and exonerate The Board, its members, agents or representatives and any persons so furnishing information from any and all liability

of every nature and kind arising out of the furnishing or inspection of such documents, medical records and/or other records, and other information or the investigation made by The Board, its members, agents or representatives.

---

Signature of Applicant

I certify that the above applicant personally appeared before me, provided satisfactory evidence of his or her identity and made oath that all statements contained in this application are true and complete.

Given under my hand this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

My commission expires on \_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Registration Number (if applicable) \_\_\_\_\_.

---

Notary Public

**NOTARY SEAL** (must be affixed