

# Board of Law Examiners

## STATE OF WEST VIRGINIA

City Center East, Suite 1200 B  
4700 MacCorkle Ave., SE  
Charleston, WV 25304  
Phone (800) 841-6212 OR (304) 558-7815

### MBE REQUEST AND RELEASE FORM

**INSTRUCTIONS TO APPLICANT: THIS FORM IS TO BE USED TO TRANSFER AN MBE SCORE INTO WEST VIRGINIA.** If you are transferring a score from a jurisdiction that uses the score reporting services of the National Conference of Bar Examiners, you must complete the NCBE's online score transfer form, available at [www.ncbex.org](http://www.ncbex.org), instead of this form. If you are transferring a score from a jurisdiction that handles its own score transfers, complete Part I of this form and submit it to the West Virginia Board of Law Examiners with your application and the MBE transfer fee (fee schedule attached.) The transferred MBE score must have been achieved on an exam that you successfully completed within 13 months of the exam you are taking in West Virginia. You must have completed the **entire** exam at the time the MBE score was attained (a passing score banked over multiple administrations is not acceptable.) If you choose to complete the MBE portion of the exam in West Virginia in addition to transferring in an eligible MBE score, the better of the two MBE scores will be used in calculating your final results for the West Virginia exam.

#### PART I (TO BE COMPLETED BY APPLICANT)

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S DATE OF BIRTH: \_\_\_\_\_

I hereby authorize the \_\_\_\_\_ Board of Bar/Law Examiners to release to the West Virginia Board of Law Examiners my pass/fail status and my Multistate Bar Examination scaled score attained on the bar examination administered on \_\_\_\_\_, 20\_\_\_\_.

I have included the proper payment type in the amount required (according to the *MBE Transfer Fee Schedule*) for the jurisdiction from which I'm requesting my score.

\_\_\_\_\_  
(Signature) (Social Security No.) (Date)

**INSTRUCTIONS TO MBE JURISDICTION:** Complete Part II of this form and return it directly to the West Virginia Board of Law Examiners, 4700 MacCorkle Ave., SE., Ste 1200B, Charleston, WV 25304. If you have questions about completing this form, call (304) 558-7815. The West Virginia Board of Law Examiners reports scores attained on the bar examination to the applicant.

#### PART II (TO BE COMPLETED BY MBE JURISDICTION)

The above applicant attained an MBE SCALED SCORE OF \_\_\_\_\_, administered in \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

(Jurisdiction)

(Date)

Did this applicant receive a passing score on the **entire** bar exam at which this MBE score was achieved?  
Yes \_\_\_\_ No \_\_\_\_ (Please note that a passing score banked over multiple administrations is not acceptable.)

\_\_\_\_\_  
(Signature of Certifying Official)

\_\_\_\_\_  
(Title)