



# Board of Law Examiners of the State of North Carolina

5510 Six Forks Rd.  
Suite 300  
Raleigh, North Carolina 27609

To all applicants:

To satisfy the Board's fingerprint requirement, you must submit two sets of clear fingerprints, along with a complete Fingerprint Authority for Release of Information Form. Please note that the Board does not accept digital fingerprints. The Board provides two options to satisfy this requirement:

1. Use any physical fingerprint cards available to you.
2. Use Board provided fingerprint cards. If you are having trouble locating physical fingerprint cards locally, you may contact the Board at [info@ncble.org](mailto:info@ncble.org) and request a set of physical fingerprint cards be mailed to you.

If you are using Board provided fingerprint cards, please make sure the following sections are completed:

Left side sections of card:

1. signature of person fingerprinted
2. residence of person fingerprinted
3. date/signature of official taking fingerprints (to be completed at the time your fingerprints are taken)

Middle to right sections of card:

4. last name, first name, middle name (top, middle section of card - make sure this is PRINTED)
5. aliases (if applicable)
6. Please add BOLE 00000 in the section labeled "YOUR NO. OCA"
7. social security number
8. sex
9. race
10. height (hgt)
11. weight (wgt)
12. eyes
13. hair
14. place of birth (POB)
15. date of birth (DOB)

Please complete and return the enclosed Authority for Release of Information Form, with your fingerprint cards, directly to the North Carolina Board of Law Examiners. Without this form your card(s) cannot be processed.

Please DO NOT submit your fingerprint cards to the State Bureau of Investigation.

Please be advised that if your fingerprint cards are submitted directly to the State Bureau of Investigation, by you or by a law enforcement agency, the Department of Public Safety/State Bureau of Investigation will charge a fee of \$38.00. You will be required to remit \$38.00 to the North Carolina Board of Law Examiners for this fee.

Please be aware that the North Carolina Board of Law Examiners may send the fingerprint cards to the SBI and/or FBI for processing. The FBI and/or FBI will reject these cards without the completion of the above-mentioned information. We will return these cards to you if the above-mentioned information is not completed, which will delay the processing of your application and make your application incomplete which could cause you not to receive an admission ticket.

Be advised that fingerprints may be used to check the criminal history records of the SBI and/or the FBI. If you wish to obtain your own federal criminal background check, you may contact the Federal Bureau of Investigation at (304) 625-5590. If you wish to obtain your own state criminal background check, you may contact the North Carolina State Bureau of Investigation at (919) 662-4509, ext. 6266.

If you wish to complete, or challenge the accuracy of, the information contained in the SBI and/or FBI identification records, you are free to do so by providing the Board with a sworn affidavit explaining the reasons for your challenge.

The procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R. Section 16.34.