

Instructions for Completing the Attorney Oath of Admission in absentia after Certification

Pursuant to Administrative Order No.3-18 the District of Columbia has modified the procedures for completing the attorney admission process. Certified applicants may complete the swearing in process in *any U.S. or foreign jurisdiction* by downloading the [Supplemental Questionnaire](#) and [Attorney Oath of Admission to the District of Columbia Bar](#) and by following the instructions as outlined below.

1. The Supplemental Questionnaire is to be used to report changes in your status since you applied for admission. A “yes” response to any item requires additional review by the Committee on Admissions before you complete the swearing in process. If you answer “no” to all of the questions you may continue with the swearing in process. Supplemental questionnaires must be notarized *no more than* three days before you complete the oath.
2. Applicants must complete the [Attorney Oath of Admission](#) within 90 days of the date of this letter. The oath may be administered by *anyone authorized to administer oaths in any U.S. jurisdiction or territory*, OR by an authorized government official or notary in a jurisdiction outside the U.S. The oath must be signed by you and the oath administrator. If the oath administrator is a judicial officer notarization is not required. Notarization is required where the oath administrator is a notary. If the oath is notarized in a language other than English, it must be accompanied by a duly authenticated translation in English.
3. Please scan and save the [Supplemental Questionnaire](#) and executed [Attorney Oath of Admission](#) as a PDF titled: “**Oath_Last Name_First Name**” and email it to attyoath@dcappeals.gov . Please write “oath” in the subject line of the email. You will receive a confirmation email when the documents have been accepted.
4. Your name will be submitted to the District of Columbia Bar to verify that you have completed the admissions process and are approved to register with the D.C. Bar. ([See Attorney Registration Form](#)). The D.C. Bar will issue your Bar ID, which is your attorney license number. For questions regarding the Registration Form and your Bar ID please call (202)737-4700 or visit the [D.C Bar website](#).
5. All attorneys are required to complete a mandatory course on the D.C. Rules of Professional Conduct and D.C. Practice. For more information on the mandatory course, please visit the [D.C. Bar website](#) or contact the D.C. Bar at (202) 626-1315.

For questions related to the swearing in process please contact the Office of Admissions : coa@dcappeals.gov or call (202)879-2710.

Shela Shanks, Director
Committee on Admissions