

**Virginia Board of Bar Examiners**

2201 W. Broad Street  
Suite 101  
Richmond, VA 23220

**NOTICE OF CHANGE OF ADDRESS**

Applicants are required to maintain a current mailing address with the Board. Any address changes must be submitted in writing **IMMEDIATELY** to ensure the timely exchange of information between the applicant and the Board. A forwarding order should also be submitted to the United States Post Office.

**Bar Exam Applicants:** No address changes can be guaranteed to be made two (2) weeks prior to the bar exam or two (2) weeks prior to the results being issued. You must keep the Board informed of any change in address until you have received your wall certificate (usually sent six months after licensure) from the Virginia Board of Bar Examiners.

**Do not call the Board's office to verify receipt of your Notice of Change of Address.**

**Send by Email, Mail, or Fax Transmission**

**Email To:** address@barexam.virginia.gov  
**Mail To:** Virginia Board of Bar Examiners  
2201 W. Broad Street, Suite 101  
Richmond, VA 23220  
**FAX To:** 804-367-0416

For Board Use Only: Change made on _____ By _____ CC to C&F: _____
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**NO. of PAGES: (1) One (this page only - no cover sheet required)**

Address Change for (check one):		
<b>Bar Exam Applicants:</b>	<b>All Other Applicants:</b>	
February      July _____ Exam Year	<b>(Motion, Law Reader, FLC, etc.)</b>	
Name: First _____ Middle _____ Last _____		
Street Address 1 _____		
Street Address 2 _____		
City _____	State _____	ZIP _____
Daytime Telephone Number (with area code) _____		Email Address _____