

Annex A

NEW APPLICANTS
Checklist of Documentary Requirements

The applicant must accurately and completely fill out the Application to Take the 2023 Bar Examinations (Application Form), which will be generated by BARISTA.

The following supporting documents shall then be uploaded to the online platform in clear, digital¹ or scanned² copies. These documents shall thereafter be submitted, together with the printed and signed Application Form, in **hard copies** to the Office of the Bar Confidant (OBC) **within a non-extendible period of ten (10) calendar days from receipt of the email notification of BARISTA approving the application:**

1. A legible original copy of the Birth Certificate, issued by the Philippine Statistics Authority (PSA);

a. <i>If the PSA-copy is not legible</i>	The applicant must submit a legible original or certified true copy (CTC) of the Birth Certificate issued by the Local Civil Registrar (LCR) <u>in addition</u> to the PSA-copy.
b. <i>If there is no record of birth with the PSA</i>	The applicant must submit the following: i. Negative Results Certification issued by the PSA; <u>and</u> ii. Legible original or CTC of the Birth Certificate issued by the LCR.
c. <i>If there is no record of birth with the PSA and LCR</i>	The applicant must submit the following: i. Negative Results Certification issued by the PSA; <u>and</u> ii. Affidavit for Delayed Registration executed by the applicant's father, mother, or guardian, explaining the reason/s therefor.
d. <i>If the applicant was born abroad³</i>	The applicant must submit the original or CTC of the following: i. Foreign Birth Certificate <u>or</u> notarized affidavit stating that no foreign birth certificate was issued; <u>and</u> <ul style="list-style-type: none"> • If the Birth Certificate is not written in English, the applicant must submit an English-translated copy (1) duly-notarized and authenticated in the country of birth, <u>or</u> (2) translated by any of the following authorized persons or organizations: (a) National Commission on Muslim Filipinos for Arab Countries; (b) an authorized or accredited translator of the Philippine Embassy in the country of birth; (c) a foreign embassy in the Philippines; and (d) an accredited translator of the Philippine Department of Foreign Affairs. ii. Report of Birth, issued by the PSA.
e. <i>If the applicant acquired Philippine citizenship</i>	The applicant must submit the original or CTC of the following: i. Birth Certificate issued by the PSA <u>or</u> Foreign Birth Certificate, whichever is applicable; <u>and</u>

¹ If the document is originally provided to the applicant by the issuing authority as an electronic document.

² If the issuing authority provided the document as a printed document, the applicant must subsequently scan the same for upload.

³ Bar Matter No. 3967, Re: 2022 Bar Examinations, Section (b)(i), June 14, 2022.

<i>through naturalization or other means⁴</i>	ii. Other pertinent documents relating to the acquisition of Philippine citizenship, as may be required by the OBC.
f. <i>If the applicant is a foundling</i>	The applicant may submit a Certificate of Foundling, issued by the LCR. ⁵

2. *For married female applicants*, a legible original copy of the Marriage Contract, issued by the PSA;

<i>a. If married within the last six (6) months from the filing of the application</i>	The applicant may submit either: the Marriage Contract issued by the PSA; or the original/CTC of the Marriage Contract issued by the LCR, whichever is available.
<i>b. If married for more than six (6) months from the filing of the application</i>	Only the PSA-issued contract shall be accepted.

3. A Government- or latest Law School- issued ID, with the applicant's photo and signature;

- The digital or scanned copy of the ID must be uploaded in BARISTA while a photocopied version of the same shall be submitted physically.
- The name and signature reflected on the ID must be consistent with the name and signature used in the Application Form.
- The valid Government-issued ID must be from among the following list of recognized sources:

Social Security System (SSS)/Government Service Insurance System (GSIS) e-card;
Unified Multi-purpose Identification (UMID) card;
Land Transportation Office (LTO) Driver's License or Student's Permit;
Professional Regulatory Commission (PRC) ID;
Commission on Elections (COMELEC) Voter's ID or Voter's Certification;
Certification from the National Council for the Welfare of Disabled Persons (NCWDP);
Senior Citizen ID;
Philippine Postal ID (issued November 2016 onwards);
Philippine Passport;
Department of Social Welfare and Development (DSWD) Certification;
National Bureau of Investigation (NBI) Clearance;
Police Clearance (national or local); and
Philippine Health Insurance Corporation (PhilHealth) ID.

4. An unretouched photo of the applicant;

- The photo must be in (1 ½" x 1 ½") size, with white background, with applicant's both ears visible,⁶ and with the applicant's handwritten name and signature appearing at the bottom.
- The photo must have been taken not more than three (3) months prior to the submission of the Application Form.

⁴ Id., Section (b)(ii).

⁵ Republic Act No. 11767, otherwise known as "Foundling Recognition and Protection Act," Section 10. Approved: May 6, 2022.

⁶ Unless required by their faith to be covered (*i.e.*, those required to wear *hijabs*, *burkas*, etc.).

- The applicant must be in decent attire, with a collar.
 - To upload in BARISTA, the photo must bear the following specifications: (a) JPEG format with a file size of 250 KB or less; and (b) file name: *Surname, Given Name, Middle Initial, Suffix*.
 - This requirement is not deemed complied with in the following instances:
 - The photo does not resemble the applicant.
 - The background is not plain white.
 - The photo contains shadows.
- 5. *For New Applicants who are expected graduates of Academic Year 2022-2023, a Certificate of Enrollment, signed by the School Registrar or College Secretary, and duly noted by the law school Dean or Vice Dean;*⁷
- The certification must indicate the following facts:
 - That the applicant is currently enrolled in his or her last year of law school and is an expected candidate for graduation for Academic Year 2022-2023; **and**
 - That the applicant has completed, or is currently completing the Clinical Legal Education Program (CLEP) and has secured or is currently securing Level 1 or 2 Certifications or both.⁸
 - For reference, a template may be accessed [here](#).⁹
- 6. *For New Applicants who are graduates of a foreign law school,¹⁰ and are currently completing the required fourth-year subjects in a law school in the Philippines, a Certificate of Enrollment, signed by the School Registrar or College Secretary, and duly noted by the law school Dean or Vice Dean;*¹¹
- The certification must indicate the fact:
 - That the applicant is a graduate of a foreign law school, and is currently enrolled in a law school in the Philippines to complete all the fourth-year subjects required by the *Juris Doctor* academic program.¹²
 - For reference, a template may be accessed [here](#).¹³

New Applicants who are NOT covered by Items (5) or (6) above, need NOT submit a Certificate of Enrollment.

- 7. *For New Applicants who are NOT graduates of the Academic Year 2022-2023,¹⁴ the original or CTC of the Transcript of Records (TOR), certifying the completion of both the law and pre-law degrees, issued by the School Registrar.*

⁷ Approved per *En Banc* Resolution in B.M. No. 3978, *Re: Application Requirements for the 2023 Bar Examinations*, December 6, 2022.

⁸ A.M. No. 19-03-24-SC, *Re: Amendment of Rule 138, Section 5 in Relation to the Revision of Rule 138-A of the Rules of Court*, November 29, 2022.

⁹ For ease of reference, the full site address of the Supreme Court 2023 Bar microsite is <https://sc.judiciary.gov.ph/bar-2023/>.

¹⁰ Bar Matter No. 1153, *Re: Letter of Atty. Estelito P. Mendoza, Proposing Reforms in the Bar Examinations Through Amendments to Rule 138 of the Rules of Court*, March 9, 2010.

¹¹ Approved per *En Banc* Resolution in B.M. No. 3978, *Re: Application Requirements for the 2023 Bar Examinations*, December 6, 2022.

¹² Legal Education Board Memorandum Order No. 19, Series of 2018, *Re: Migration of the Basic Law Course to Juris Doctor*, December 1, 2018.

¹³ For ease of reference, the full site address of the Supreme Court 2023 Bar microsite is <https://sc.judiciary.gov.ph/bar-2023/>.

¹⁴ This class includes but is not limited to the following: (1) applicants who graduated in any year *prior* to 2023 but will be taking the Bar examinations for the first time; and (2) applicants who graduated in 2022 but deferred due to any other natural calamity (*e.g.*, severe tropical storm "Paeng") and will be taking the 2023 Bar examination for the first time.

- The TOR must affix a Php30.00 documentary stamp tax.
- *Applicants who graduated from foreign law schools* are subject to the following requirements¹⁵:
 - Proof of completion of all courses leading to the degree of *Juris Doctor* or equivalent degree;
 - Recognition or accreditation of the foreign law school or university by the proper authority; **and**
 - Completion of all fourth-year subjects in the *Juris Doctor* academic program in a law school or university duly recognized by the Philippine Government.

- Nothing Follows -

¹⁵ Bar Matter No. 1153, *Re: Letter of Atty. Estelito P. Mendoza, Proposing Reforms in the Bar Examinations Through Amendments to Rule 138 of the Rules of Court*, March 9, 2010.