



Republic of the Philippines  
Supreme Court  
Manila

**OFFICE OF THE 2025 BAR CHAIRPERSON**

**BAR BULLETIN No. 2**

December 16, 2024

*N.B.* This Bar Bulletin consists of **34 pages**. The complete list of requirements per type of applicant is found on pages 6 to 27 immediately after the message of the Chairperson of the 2025 Bar Examinations. A summary of the documentary requirements is also available on pages 28 to 34.

**APPLICATION REQUIREMENTS AND VENUE ASSIGNMENT  
PROCEDURE FOR THE 2025 BAR EXAMINATIONS<sup>1</sup>**

**Application Period for the 2025 Bar Examinations**

The online application for the 2025 Bar Examinations via **BARISTA** shall be accessed through the **Philippine Judiciary Platform (PJP)**. The application period shall commence at **8:00 a.m.** on **January 8, 2025 (Wednesday)** and shall end at **3:00 p.m.** on **March 17, 2025 (Monday)**.

**Overview of the Application Process**

**1. Access BARISTA via PJP (Step 1 – Creation of PJP Account)**

An applicant must first create an account in the **PJP** which can be accessed at <https://portal.judiciary.gov.ph/> before he or she can access BARISTA.

**Use of personal e-mail address**

The applicant must use his or her personal **e-mail address**, not his or her school or work e-mail address. This rule applies even to applicants who are employees of the Philippine Judiciary.

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<sup>1</sup> For clarity, this pertains to the 2025 Philippine Bar Examinations, not the 2025 Shari'ah Bar Examinations.

### **Previous takers and refreshers with Bar Personal Login Unified System (Bar PLUS) accounts**

Previous takers and refreshers who uploaded their requirements **under Bar PLUS**, the Supreme Court's online bar examination application platform for the 2020/2021 and 2022 Bar Examinations, must create **a new account under the PJP**.

### **Applicants with BARISTA accounts**

For applicants who have *existing accounts* in BARISTA, please register using the **same e-mail address**. For any concerns regarding access to existing accounts, please reach out to the Office of the Bar Confidant (OBC) Help Desk which can be accessed at [bit.ly/2025BarExamsHelpdesk](https://bit.ly/2025BarExamsHelpdesk).

## **2. Accomplishment of BARISTA Application (Step 2 – BARISTA Profile and Application Details)**

After successfully logging in to the PJP, the applicant must choose the **BARISTA icon**. The application for the 2025 Bar Examinations shall be accomplished **exclusively** through the BARISTA.

Click **“Apply Now”** to start the application. Select the **2025 Philippine Bar**.

The applicant will then be directed to the BARISTA dashboard. Thereafter, he or she must **complete his or her profile and application details** in the BARISTA.

## **3. Submission of Appropriate Documentary Requirements (Step 3 – Document Upload)**

The application shall be supported by documentary requirements. The appropriate documentary requirements to be submitted will depend on the applicant type i.e., New Applicant, Previous Taker, or Refresher. As indicated in the [checklist](#) below, some of the documentary requirements must be uploaded by the applicant to BARISTA following the guidelines for uploading of files, in addition to submitting the original or certified true copies of the same to the OBC.

## **4. Payment of Application Fee (Step 4 – Payment)**

The 2025 Bar Examination Fee in the amount of **PHP 12,800.00** must be paid exclusively through the payment channel provided in BARISTA.

The Bar Examination Fee is **non-refundable**.

In the event that a **New Applicant** is unable to complete his or her law degree, a **request to refund the application fee** should be submitted to the OBC through the OBC Help Desk at [bit.ly/2025BarExamsHelpdesk](https://bit.ly/2025BarExamsHelpdesk) under “Payment-Refund Requests” **on or before September 1, 2025 (Monday)**. The Refund Mechanics will be released on a later date.

#### **Date of payment as the date of filing**

The date when successful payment is made is the date of filing of the application for the purpose of determining whether the same was timely filed.

### **5. Application Processing (Step 5 – Document Processing)**

#### **Mandatory Requirements**

The **physical copy** of the mandatory documents must be submitted to the OBC within 10 calendar days from receipt of the email notice of approval of online application and the availability of the application form.

#### **Deferred Requirements**

The uploading and submission to the OBC of the deferred documents will start on **June 16, 2025 (Monday) and may be submitted until October 14, 2025 (Tuesday)**. Applicants need not wait for the online processing to submit the physical copy of the deferred documents.

#### **Effect of failure to upload and/or submit documentary requirements**

Failure to upload and/or submit the physical copy of the documentary requirements may result in **disqualification**, and the examination answers of non-compliant applicants will not be checked.

A detailed list and the corresponding specifications of the documentary requirements for each type of applicant may be found in the ***Checklist of Documentary Requirements*** below.

### **6. Indication of Preferred Testing Area**

In accomplishing the Application Form, applicants must indicate their preferred testing area for taking the 2025 Bar Examinations based on the selection provided in BARISTA.

#### **Selection of three cities/localities**

The applicant will select three cities/localities from the cities/localities provided under BARISTA, regardless of their proximity to his or her indicated current address.

**Considered, but not guaranteed.**

The list of testing areas, at this stage of the application process, is provisional. It will be used though to aid the Office of the Bar Chairperson in determining the potential number of examinees per area.

While the applicant's assignment to his or her first choice is not guaranteed and may be subject to changes, it will still be considered by the Office of the Bar Chairperson during the assignment process, subject to the availability of slots provided by each local testing center (LTC). The final LTC assignment shall be displayed on the applicant's BARISTA account on a later date.

## 7. Status of Application to Take the 2025 Bar Examinations

Applicants will be notified of the status of their Applications to Take the 2025 Bar Examinations through BARISTA and their designated e-mail address.

They are enjoined to regularly check their designated e-mail addresses for updates on their applications to take the 2025 Bar Examinations.

They are reminded that all official communications regarding the status of their applications will be sent exclusively through the following e-mail addresses:

1. [noreply.sc@judiciary.gov.ph](mailto:noreply.sc@judiciary.gov.ph)
2. [barista.support@judiciary.gov.ph](mailto:barista.support@judiciary.gov.ph)
3. [obc.helpdesk.sc@judiciary.gov.ph](mailto:obc.helpdesk.sc@judiciary.gov.ph)

For any concerns, please contact the OBC Help Desk at [bit.ly/2025BarExamsHelpdesk](https://bit.ly/2025BarExamsHelpdesk) or call (02) 8552 9690.

The Court reminds the public that only information posted on the Bar 2025 Microsite at <https://sc.judiciary.gov.ph/bar-2025> and the following online platforms are **true and accurate**:

Facebook: <https://www.facebook.com/SupremeCourtPhilippines/>

Instagram: <https://www.instagram.com/supremecourtph/>

Twitter/X: [https://twitter.com/SCPh\\_PIO](https://twitter.com/SCPh_PIO)

Threads: [https://www.threads.net/@scph\\_pio](https://www.threads.net/@scph_pio)

Viber: <https://bit.ly/3YB5rsI> 2025 BAR EXAMINATIONS (Official)

Finally, take advantage of this season of introspection and preparation. As we glimpse the fast-approaching end of 2024, we inevitably peer, too, into the fresh new start waiting in 2025. As such, this Bar Bulletin has been released way ahead of the application process to serve as a guide: *first*, for the decided and their respective law schools—to prepare, secure, and collate the documentary requirements to take the 2025 Bar Examinations; and *second*, for the undecided—to reflect, gauge, and ultimately, make the choice whether to cast their die during this turn or the next. There is no wrong answer. After all, only you wield the right to charter your own destiny.

As the holidays draw closer, may the warmth and good cheer of the season fill you with renewed hope and inspiration. Celebrate precious moments of joy, love, and thanksgiving with your family, friends, and loved ones. There is an underestimated, yet profound power in the pause; so, take this time of rest for yourself and make sure to enjoy it. Gather your strength. Fortify your heart's resolve. Leap into the new year with hearts full, minds refreshed, spirits renewed, and, for those who practice, with faith ever fervent, fully committed to realizing your goal.

I assure you, #AJustBarAwaitsU in 2025. So #HaveFaith and focus on #AmyingForExcellence.

Happy Holidays and God bless.



**AMY C. LAZARO-JAVIER**  
Associate Justice, Supreme Court of the Philippines  
*Chairperson, 2025 Bar Examinations*

# **CHECKLIST OF DOCUMENTARY REQUIREMENTS**

## **A. NEW APPLICANTS**

A new applicant is defined as:

1. An individual who has never submitted an application to take the Bar Examinations, including those who are currently enrolled;
2. An individual who submitted an application but later withdrew his or her application; or
3. An individual who submitted an application but did not take the Bar Examinations (“no-show” for *all* the scheduled days of the Bar Examinations or from the very first day of the Bar Examinations).

All original or certified true copies of the listed documentary requirements must be submitted to the OBC within 10 calendar days from receipt of the email or notice of approval of online application and the availability of the application form. Documents whose submission are deferred must be uploaded in the BARISTA and sent to the OBC beginning **June 16, 2025 (Monday)** until the final day of submission on **October 14, 2025 (Tuesday)**.

The submission or uploading of documents (2) to (10) is no longer necessary for new applicants who have previously submitted and uploaded the same to their BARISTA accounts, unless changes were made to the documents, i.e., marital status of female married applicants to widowed/annulled/divorced, government ID has expired or has been replaced, etc.

### **(1) Accomplished BARISTA - generated Application Form**

#### **Availability of Application Form**

The Application Form will be available for download **via BARISTA** after the submission of all mandatory documentary requirements online and processing by the OBC.

#### **Signature and Thumbprint**

The applicant must affix his or her wet signature and thumbprint to the printed Application Form.

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

**If the PSA copy is not clear or is illegible**, the applicant must submit a legible original or certified true copy (CTC) of the Birth Certificate issued by the Local Civil Registrar (LCR), *in addition* to the PSA copy.

**If there is no record of birth with the PSA**, the applicant must submit the following:

- a. **Negative Results Certification** issued by the PSA; **and**
- b. A **legible original or certified true copy of the Birth Certificate** issued by the LCR.

**If the applicant has no record of birth with the PSA and the LCR**, the applicant must submit the following:

- a. A **Negative Results Certification** issued by the PSA; **and**
- b. An **Affidavit for Delayed Registration** executed by the applicant's father, mother, or guardian, explaining the delay.

**If there are erroneous entries in the Birth Certificate, and the applicant intends to file a Petition for Change of Entry in the Birth Certificate**, the applicant must indicate in his or her application the name currently being used. In the meantime, the applicant must also submit the following:

- a. The uncorrected Birth Certificate issued by the PSA; **and**
- b. A notarized undertaking that it will be corrected.

After the correction, the applicant must submit to the OBC the corrected original certificate issued by the PSA.

**If the applicant was born abroad**,<sup>2</sup> the applicant must submit the following:

- a. **Foreign Birth Certificate.** If the same is not written in English, the applicant must submit an official English translation notarized and authenticated in the country of birth **or** translated by any of the following authorized persons or organizations:

(i) National Commission on Muslim Filipinos for Arab Countries;

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<sup>2</sup> See Bar Matter No. 3967, *Re: 2022 Bar Examinations*, Section (b)(i), June 14, 2022.

- (ii) authorized or accredited translator of the Philippine Embassy in the country of birth;
- (iii) foreign embassy in the Philippines; or
- (iv) an accredited translator of the Philippine Department of Foreign Affairs; **and**

**b. Report of Birth issued by the PSA.**

**If the applicant acquired Philippine citizenship through naturalization or other means**, the applicant must submit the original or CTC of the following:

- a. Birth Certificate issued by the PSA or foreign Birth Certificate, whichever is applicable; **and**
- b. Other documents relating to the applicant's acquisition of Philippine citizenship.

**If the applicant is a foundling**, the applicant must submit a **Certificate of Foundling** issued by the LCR or the PSA.<sup>3</sup>

- (3) **For female applicants who are married, legally separated, widowed, divorced, or whose marriages were annulled or nullified<sup>4</sup>, they must submit a legible original of the Marriage Certificate issued by the PSA.**

If the female applicant is married *within the last six months* from the filing of the application, the applicant must submit either:

- a. The Marriage Certificate issued by the PSA; **or**
- b. The original/CTC of the Marriage Certificate issued by the LCR, whichever is available.

If the female applicant is married for *more than six months* from the filing of the application, only the Marriage Certificate issued by PSA shall be accepted.

- (4) **A valid government-issued or latest law school-issued identification (ID) card**, with the applicant's photo and signature.

The digital or scanned copy of the ID card should be uploaded to BARISTA, while the photocopied version must be submitted physically to the OBC at the Supreme Court of the Philippines, Padre Faura St., Ermita, Manila, Philippines 1000.

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<sup>3</sup> See Republic Act No. 11767, sec. 10 or the "Foundling Recognition and Protection Act."

<sup>4</sup> The annotation must be indicated in the Marriage Certificate.



The name and signature reflected on the ID card must be consistent with the name and signature used in the accomplished BARISTA-generated Application Form.

The valid government-issued ID card must be from among the following list of recognized sources:

- a. Social Security System (SSS)/Government Service Insurance System (GSIS) e-card;
- b. Unified Multi-Purpose Identification (UMID) card;<sup>5</sup>
- c. Land Transportation Office (LTO) Driver's License or Student's Permit;
- d. Professional Regulatory Commission (PRC) ID card;
- e. Commission on Elections (COMELEC) Voter's ID card or Voter's Certification;
- f. Certification from the National Council for the Welfare of Disabled Persons (NCWDP);
- g. Senior Citizen ID card;
- h. Philippine Postal ID card (issued November 2016 onwards);
- i. Philippine Passport;
- j. Department of Social Welfare and Development (DSWD) Certification;
- k. National Bureau of Investigation (NBI) Clearance;
- l. Police Clearance (national or local);
- m. Philippine National ID (digital copy with signature); or
- n. Philippine Health Insurance Corporation (PhilHealth) ID card.

(5) **For currently enrolled applicants**, a **Certificate of Enrollment** signed by the School Registrar (including his or her equivalent) or College Secretary (including his or her equivalent) **and** noted by the law school Dean or his/her authorized representative.<sup>6</sup> The certification must indicate that:

- a. The applicant is currently enrolled in their last year of law school and is expected to graduate during the Academic Year 2024-2025;
- b. Subjects currently enrolled in; **and**
- c. The applicant has completed or is currently completing the Clinical Legal Education Program (CLEP) and has secured or is currently securing Level 1 Certification **or** Level 2 Certification **or** both.<sup>7</sup>

See **Annex A** for the template of the *Certificate of Enrollment*

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<sup>5</sup> Sensitive personal information may be redacted.

<sup>6</sup> *Re: Application Requirements for the 2023 Bar Examinations*, B.M. No. 3978, December 6, 2022.

<sup>7</sup> Amendment of Rule 138, Section 5 in Relation to the Revision of Rule 138-A of the Rules of Court, A.M. No. 19-03-24-SC, November 29, 2022.

**For applicants who have completed all the requirements to obtain their law degree but have not yet graduated**, the applicant must submit a **Certificate of completion of all the requirements of the law degree (Certificate of Completion)**, signed by the School Registrar (including his or her equivalent) **and** noted by the law school Dean or his/her authorized representative. The certification must indicate that the applicant is a candidate for graduation for Academic Year 2024-2025 and has secured the Level 1 Certification **or** Level 2 Certification **or** both.

***If the applicant has already graduated but the Transcript of Records (TOR) is not yet available***, the certification must indicate the following:

- a. the fact that the applicant graduated from the four-year law course; **and**
  - b. the specific date of graduation.
- (6) **For graduates of foreign law schools who are currently completing the required fourth-year subjects in a law school or university in the Philippines,**<sup>8</sup> they must submit a **Certificate of Enrollment** signed by the School Registrar (including his or her equivalent) or College Secretary (including his or her equivalent) **and** noted by the law school Dean or his/her authorized representative. The certificate must indicate that:
- a. The applicant is a graduate of a foreign law school; **and**
  - b. The applicant is currently enrolled in a law school or university in the Philippines to complete all the fourth-year subjects required by the Juris Doctor academic program.<sup>9</sup>

See **Annex A-1** for the template of the ***Certificate of Enrollment***

- (7) The **original or CTC of the applicant's CLEP Level 1 Certification or Level 2 Certification, or both**. The Level 1 Certificate must be issued by the Executive Judge of the Regional Trial Court having jurisdiction over the law school or university's location, while the Level 2 Certificate must be issued by the Office of the Court Administrator.

The CLEP requirement is: (i) a **mandatory** requirement for graduates of A.Y. 2022-2023 and 2023-2024; (ii) a **deferred** document for graduates of A.Y. 2024-2025; and (iii) **not applicable** to graduates of previous academic years and graduates of foreign law schools.

- (8) The **original or CTC of the Transcript of Records (TOR)**, certifying the completion of **the law degree**, issued by the School Registrar (including his

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<sup>8</sup> *Re: Letter of Atty. Estelito P. Mendoza, Proposing Reforms in the Bar Examinations Through Amendments to Rule 138 of the Rules of Court*, B.M. No. 1153, March 9, 2010.

<sup>9</sup> Legal Education Board Memorandum Order No. 10, Series of 2018, *Re: Migration of the Basic Law Course to Juris Doctor*, December 1, 2018.

or her equivalent). (*Note: The Law School TOR is a **mandatory** document for graduate applicants while **deferred** for currently enrolled applicants.*)

A PHP 30.00 documentary stamp tax must be *affixed by the issuing law school or university* to the TOR.

Applicants who graduated from foreign law schools are subject to the following requirements:<sup>10</sup>

- a. Proof of completion of all courses leading to the Juris Doctor or equivalent degree;
- b. Recognition or accreditation of the law school or university by the proper authority; **and**
- c. Completion of all fourth-year subjects in the Juris Doctor academic program<sup>11</sup> in a law school or university duly recognized by the Philippine Government.

(9) The **original or CTC of the Transcript of Records (TOR)**, certifying the completion of **the pre-law degree**, issued by the School Registrar (including his or her equivalent). (*Note: The Pre-Law degree TOR is a **mandatory** document for graduate applicants, while **deferred** for currently enrolled applicants.*)

(10) A **Certificate of No Derogatory Record (CNDR)** requested from the law school or university where the applicant graduated, **and** duly signed by the law school Dean or his/her authorized representative. (*Note: The CNDR is a **mandatory** document for graduate applicants, while **deferred** for currently enrolled applicants.*) The CNDR must state:

- a. That the applicant has **no derogatory record** at the time of the application; **and**
- b. For CNDRs issued before graduation, a notarized undertaking of the law school or university that it will immediately report to the OBC if a criminal or an administrative case has been filed against the applicant while still a student in the law school or university, from the time the certification is obtained until its submission after the bar exams.

Applicants who graduated from foreign law schools must request the CNDR from the law school or university in the Philippines where they took their fourth-year subjects.

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

<sup>11</sup> Legal Education Board Memorandum Order No. 10, Series of 2018, *Re: Migration of the Basic Law Course to Juris Doctor*, December 1, 2018.

(11) An **unretouched photo of the applicant**, meeting the following requirements:

- a. **Size:** The photo must be in (1 1/2" in. x 1 1/2" in.) size;
- b. **Background:** It must have a plain white background;
- c. **Attire:** The applicant must be in decent collared attire;
- d. **Both ears** of the applicant **must be visible** unless otherwise required by their faith or religion to be covered (i.e., those required to wear hijabs, burkas, etc.);
- e. **Name and signature:** The applicant's handwritten name and signature must appear at the bottom (signature over printed name). The name format is [Surname, Given Name, Middle Initial, Suffix]; and
- f. The photo **must** have been taken **not more than three (3) months** before the submission of the application form.

**Uploading of the photo and file format:** To upload in the BARISTA, the photo must bear the following specifications: JPEG format with a file size of 2MB or less;

This requirement is **not** deemed complied with in the following instances:

- a. The photo does not resemble the applicant;
- b. The background is not plain white;
- c. The photo contains shadows; or
- d. The name and signature appear outside the photo.

(12) **Two Testimonials of Good Moral Character (TGMC)**, which must be requested from and signed by two different members of the Philippine Bar, both of whom:

- a. Have personally known the applicant for at least one year before signing the TGMC;
- b. Have been admitted to the practice of law for at least one year before signing the TGMC; **and**
- c. Are not related to the applicant by consanguinity or affinity within the fourth civil degree.

See **Annex B** for the template of the *Testimonial of Good Moral Character*

- (13) For applicants with pending or decided cases, they must declare all pending and/or decided cases of whatever nature (i.e., civil, administrative, or criminal), filed against them before any jurisdiction.

**If with pending cases**, the applicant should additionally attach the following, as issued by the court, prosecutor's office, or agency concerned:

- a. Original or CTC of the Complaint/Information; **and**
- b. Certification as to the pendency or the status of the case.

**If with decided cases**, the applicant should additionally attach the following, as issued by the court, prosecutor's office, or agency concerned:

- a. Original or CTC of the Judgment/Decision/Order/Resolution, whichever is applicable;
- b. Original or CTC of the Entry of Judgment/Certificate of Finality, whichever is applicable; **and**
- c. Clearance or certification attesting that the applicant has no pending case as of the time of application.

Since the case must be filed against the applicant, there is no need to declare if the applicant is the complainant/plaintiff/petitioner in the case. However, if the case has been appealed or a counterclaim has been filed where the applicant becomes the respondent/defendant/accused, the applicant must declare the same and submit the required documents for applicants with pending cases.

Cases that have been archived or provisionally dismissed are considered **pending cases**.

## **B. PREVIOUS TAKERS**<sup>12</sup>

All original or certified true copies of the listed documentary requirements must be submitted to the OBC within 10 calendar days from receipt of the email or notice of approval of the online application and the availability of the application form. Documents whose submission is deferred must be uploaded to BARISTA and sent to the OBC beginning **June 16, 2025 (Monday)** until **October 14, 2025 (Tuesday)**.

The submission or uploading of documents (2) to (8) is no longer necessary for Previous Takers who have previously submitted and uploaded the same to their BARISTA accounts, unless changes were made to the documents, i.e. marital status of female married applicants to widowed/annulled/divorced, government ID has expired or has been replaced.

### **(1) Accomplished BARISTA - generated Application Form**

#### **Availability of Application Form**

The Application Form will be available for download **via BARISTA** after the submission of all mandatory documentary requirements online and processing by the OBC.

#### **Signature and Thumbprint**

The applicant must affix his or her wet signature and thumbprint on the printed Application Form.

### **(2) A legible original of the Birth Certificate, issued by the Philippine Statistics Authority (PSA).**

**If the PSA copy is not clear or is illegible**, the applicant must submit a legible original or certified true copy (CTC) of the Birth Certificate issued by the Local Civil Registrar (LCR), *in addition* to the PSA copy.

**If there is no record of birth with the PSA**, the applicant must submit the following:

a. **Negative Results Certification** issued by the PSA; **and**

b. A **legible original or certified true copy of the Birth Certificate** issued by the LCR.

**If the applicant has no record of birth with the PSA and the LCR**, the applicant must submit the following:

a. A **Negative Results Certification** issued by the PSA; **and**

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<sup>12</sup> Those who will take the Bar Examinations for a second or third time.

b. An **Affidavit for Delayed Registration** executed by the applicant's father, mother, or guardian, explaining the delay.

**If there are erroneous entries in the Birth Certificate, and the applicant intends to file a Petition for Change of Entry in the Birth Certificate**, the applicant must indicate in his or her application the name currently being used. In the meantime, the applicant must also submit the following:

- a. The uncorrected Birth Certificate issued by the PSA; **and**
- b. A notarized undertaking that it will be corrected.

After the correction, the applicant must submit to the OBC the corrected original certificate issued by the PSA.

**If the applicant was born abroad**,<sup>13</sup> the applicant must submit the following:

- a. **Foreign Birth Certificate.** If the same is not written in English, the applicant must submit an official English translation notarized and authenticated in the country of birth **or** translated by any of the following authorized persons or organizations:
  - (i) National Commission on Muslim Filipinos for Arab Countries;
  - (ii) authorized or accredited translator of the Philippine Embassy in the country of birth;
  - (iii) foreign embassy in the Philippines; or
  - (iv) an accredited translator of the Philippine Department of Foreign Affairs; **and**
- b. **Report of Birth issued by the PSA.**

**If the applicant acquired Philippine citizenship through naturalization or other means**, the applicant must submit the original or CTC of the following:

- a. Birth Certificate issued by the PSA or foreign Birth Certificate, whichever is applicable; **and**
- b. Other documents relating to the applicant's acquisition of Philippine citizenship.

**If the applicant is a foundling**, the applicant must submit a **Certificate of Foundling** issued by the LCR or the PSA.<sup>14</sup>

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<sup>13</sup> See Bar Matter No. 3967, *Re: 2022 Bar Examinations*, Section (b)(i), June 14, 2022.

<sup>14</sup> See Republic Act No. 11767 or the "Foundling Recognition and Protection Act," sec. 10.

- (3) **For female applicants who are married, legally separated, widowed, divorced, or whose marriages were annulled or nullified,<sup>15</sup> a legible original of the Marriage Certificate issued by the PSA.**

If the female applicant is married *within the last six months* from the filing of the application, the applicant must submit either:

- a. The Marriage Certificate issued by the PSA; **or**
- b. The original/CTC of the Marriage Certificate issued by the LCR, whichever is available.

If the female applicant is married for *more than six months* from the filing of the application, only the Marriage Certificate issued by the PSA shall be accepted.

- (4) **A valid government-issued identification (ID) card**, with the applicant's photo and signature.

The digital or scanned copy of the ID card should be uploaded in the BARISTA, while the photocopied version must be submitted physically to the OBC at the Supreme Court of the Philippines, Padre Faura St., Ermita, Manila, Philippines 1000.

The name and signature reflected on the ID card must be consistent with the name and signature used in the accomplished BARISTA-generated Application Form.

The valid government-issued ID card must be from among the following list of recognized sources:

- a. Social Security System (SSS)/Government Service Insurance System (GSIS) e-card;
- b. Unified Multi-Purpose Identification (UMID) card;<sup>16</sup>
- c. Land Transportation Office (LTO) Driver's License or Student's Permit;
- d. Professional Regulatory Commission (PRC) ID card;
- e. Commission on Elections (COMELEC) Voter's ID card or Voter's Certification;
- f. Certification from the National Council for the Welfare of Disabled Persons (NCWDP);
- g. Senior Citizen ID card;
- h. Philippine Postal ID card (issued November 2016 onwards);
- i. Philippine Passport;
- j. Department of Social Welfare and Development (DSWD) Certification;

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<sup>15</sup> The annotation must be indicated in the Marriage Certificate.

<sup>16</sup> Sensitive personal information may be redacted.



- k. National Bureau of Investigation (NBI) Clearance;
- l. Police Clearance (national or local);
- m. Philippine National ID (digital copy with signature); or
- n. Philippine Health Insurance Corporation (PhilHealth) ID card.

(5) For those who completed their law degree in 2023 and 2024, the **original or CTC of the applicant's Clinical Legal Education Program (CLEP) Level 1 Certification or Level 2 Certification, or both**. The Level 1 Certificate must be issued by the Executive Judge of the Regional Trial Court having jurisdiction over the law school or university's location while the Level 2 Certificate must be issued by the Office of the Court Administrator. *(Note: The CLEP requirement is not applicable to those who completed their law degree before 2023 and graduates of foreign law schools.)*

(6) The **original or CTC of the Transcript of Records (TOR)**, certifying the completion of **the law degree**, issued by the School Registrar (including his or her equivalent).

A PHP 30.00 documentary stamp tax must be *affixed by the issuing law school or university* to the TOR.

Applicants who graduated from foreign law schools are subject to the following requirements:<sup>17</sup>

- a. Proof of completion of all courses leading to the Juris Doctor or equivalent degree;
- b. Recognition or accreditation of the law school or university by the proper authority; **and**
- c. Completion of all fourth-year subjects in the Juris Doctor academic program<sup>18</sup> in a law school or university duly recognized by the Philippine Government.

(7) The **original or CTC of the Transcript of Records (TOR)**, certifying the completion of **the pre-law degree**, issued by the School Registrar (including his or her equivalent).

(8) A **Certificate of No Derogatory Record (CNDR)** requested from the law school or university where the applicant graduated, **and** duly signed by the law school Dean or his/her authorized representative. The CNDR must state that the applicant has **no derogatory record**.

Applicants who graduated from foreign law schools must request the CNDR from the Philippine law school or university in the Philippines where they

<sup>17</sup> *Re: Letter of Atty. Estelito P. Mendoza, Proposing Reforms in the Bar Examinations Through Amendments to Rule 138 of the Rules of Court*, B.M. No. 1153, March 9, 2010.

<sup>18</sup> Legal Education Board Memorandum Order No. 10, Series of 2018, *Re: Migration of the Basic Law Course to Juris Doctor*, December 1, 2018.

took their fourth-year subjects.

**(9) An unretouched photo of the applicant, meeting the following requirements:**

- a) **Size:** The photo must be in (1 1/2" in. x 1 1/2" in.) size;
- b) **Background:** It must have a plain white background;
- c) **Attire:** The applicant must be in decent collared attire;
- d) **Both ears** of the applicant **must be visible** unless otherwise required by their faith or religion to be covered (i.e., those required to wear hijabs, burkas, etc.);
- e) **Name and signature:** The applicant's handwritten name and signature must appear at the bottom (signature over printed name). The name format is [Surname, Given Name, Middle Initial, Suffix]; and
- f) The photo **must** have been taken **not more than three months** before the submission of the application form.

**Uploading of the photo and file format:** To upload to BARISTA, the photo must bear the following specifications: JPEG format with a file size of 2MB or less;

This requirement is **not** deemed complied with in the following instances:

- a. The photo does not resemble the applicant;
- b. The background is not plain white;
- c. The photo contains shadows; or
- d. The name and signature appear outside the photo.

**(10) Two Testimonials of Good Moral Character (TGMC),** which must be requested from and signed by two different members of the Philippine Bar, both of whom:

- a. Have personally known the applicant for at least one year before signing the TGMC;
- b. Have been admitted to the practice of law for at least one year before signing the TGMC; **and**
- c. Are not related to the applicant by consanguinity or affinity within the fourth civil degree.

See **Annex B** for the template of the *Testimonial of Good Moral Character*

(11) **For applicants with pending or decided cases, documents declaring all pending and/or decided cases of whatever nature** (i.e., civil, administrative, or criminal), filed against the applicant before any jurisdiction.

**If with pending cases**, the applicant should additionally attach the following as issued by the court, prosecutor's office, or agency concerned:

- a. Original or CTC of the Complaint/Information; **and**
- b. Certification as to the pendency or the status of the case.

**If with decided cases**, the applicant should additionally attach the following as issued by the court, prosecutor's office, or agency concerned:

- a. Original or CTC of the Judgment/Decision/Order/Resolution, whichever is applicable;
- b. Original or CTC of the Entry of Judgment/Certificate of Finality, whichever is applicable; **and**
- c. Clearance attesting that the applicant has no pending case as of the time of application.

Since the case must be filed against the applicant, there is no need to declare if the applicant is the complainant/plaintiff/petitioner in the case. However, if the case has been appealed or a counterclaim has been filed where the applicant becomes the respondent/defendant/accused, the applicant must declare the same and submit the required documents relative thereto.

Cases that have been archived or provisionally dismissed are considered **pending cases**.

## C. REFRESHERS<sup>19</sup>

All original or certified true copies of the listed documentary requirements must be submitted to the OBC within ten calendar days from receipt of the email or notice of approval of online application and the availability of the application form. Documents whose submission are deferred must be uploaded to BARISTA and sent to the OBC beginning **June 16, 2025 (Monday)** until **October 14, 2025 (Tuesday)**.

The submission or uploading of documents (2) to (7) is no longer necessary for Refreshers who have previously submitted and uploaded the same to their BARISTA accounts, unless changes were made to the documents, i.e. marital status of female married applicants to widowed/annulled/divorced, government ID has expired or has been replaced.

### (1) **Accomplished BARISTA - generated Application Form**

#### **Availability of Application Form**

The Application Form will be available for download **via BARISTA** after the submission of all mandatory documentary requirements online and processing by the OBC.

#### **Signature and Thumbprint**

The applicant must affix his or her wet signature and thumbprint to the printed Application Form

### (2) **A legible original of the Birth Certificate, issued by the PSA.**

**If the PSA copy is not clear or is illegible**, the applicant must submit a legible original or certified true copy (CTC) of the Birth Certificate issued by the Local Civil Registrar (LCR), *in addition* to the PSA copy.

**If there is no record of birth with the PSA**, the applicant must submit the following:

a. **Negative Results Certification** issued by the PSA; **and**

b. A **legible original or certified true copy of the Birth Certificate** issued by the LCR.

**If the applicant has no record of birth with the PSA and the LCR**, the applicant must submit the following:

a. A **Negative Results Certification** issued by the PSA; **and**

b. An **Affidavit for Delayed Registration** executed by the applicant's father, mother, or guardian, explaining the delay.

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<sup>19</sup> Those who will take the Bar Examinations for the fourth time or more.

**If there are erroneous entries in the Birth Certificate, and the applicant intends to file a Petition for Change of Entry in the Birth Certificate,** the applicant must indicate the name currently being used. In the meantime, the applicant must also submit the following:

- a. The uncorrected Birth Certificate; **and**
- b. A notarized undertaking that it will be corrected.

After the correction, the applicant must submit to the OBC the corrected original certificate issued by the PSA.

**If the applicant was born abroad,**<sup>20</sup> the applicant must submit the following:

- a. **Foreign Birth Certificate.** If the same is not written in English, the applicant must submit an official English translation notarized and authenticated in the country of birth **or** translated by any of the following authorized persons or organizations:

- (i) National Commission on Muslim Filipinos for Arab Countries;
- (ii) authorized or accredited translator of the Philippine Embassy in the country of birth;
- (iii) foreign embassy in the Philippines; or
- (iv) an accredited translator of the Philippine Department of Foreign Affairs; **and**

- b. **Report of Birth issued by the PSA.**

**If the applicant acquired Philippine citizenship through naturalization or other means,** the applicant must submit the original or CTC of the following:

- a. Birth Certificate issued by the PSA or foreign Birth Certificate, whichever is applicable; **and**
- b. Other documents relating to the applicant's acquisition of Philippine citizenship.

**If the applicant is a foundling,** the applicant must submit a **Certificate of Foundling** issued by the LCR or the PSA.<sup>21</sup>

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<sup>20</sup> See Bar Matter No. 3967, *Re: 2022 Bar Examinations*, Section (b)(i), June 14, 2022.

<sup>21</sup> See Republic Act No. 11767, sec. 10 or the "Foundling Recognition and Protection Act."

- (3) **For female applicants who are married, legally separated, widowed, divorced, or whose marriages were annulled or nullified,<sup>22</sup> a legible original of the Marriage Certificate issued by the PSA.**

If the female applicant is married *within the last six months* from the filing of the application, the applicant must submit either:

- a. The Marriage Certificate issued by the PSA; **or**
- b. The original/CTC of the Marriage Certificate issued by the LCR, whichever is available.

If the female applicant is married for *more than six months* from the filing of the application, only the Marriage Certificate issued by the PSA shall be accepted.

- (4) **A valid government-issued ID card**, with the applicant's photo and signature.

The digital or scanned copy of the ID card should be uploaded to BARISTA, while the photocopied version must be submitted physically to the OBC at the Supreme Court of the Philippines, Padre Faura St., Ermita, Manila, Philippines 1000.

The name and signature reflected on the ID card must be consistent with the name and signature used in the application form.

The valid government-issued ID card must be from among the following list of recognized sources:

- a. Social Security System (SSS)/Government Service Insurance System (GSIS) e-card;
- b. Unified Multi-Purpose Identification (UMID) card;<sup>23</sup>
- c. Land Transportation Office (LTO) Driver's License or Student's Permit;
- d. Professional Regulatory Commission (PRC) ID card;
- e. Commission on Elections (COMELEC) Voter's ID card or Voter's Certification;
- f. Certification from the National Council for the Welfare of Disabled Persons (NCWDP);
- g. Senior Citizen ID card;
- h. Philippine Postal ID card (issued November 2016 onwards);
- i. Philippine Passport;
- j. Department of Social Welfare and Development (DSWD) Certification;
- k. National Bureau of Investigation (NBI) Clearance;

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<sup>22</sup> The annotation must be indicated in the Marriage Certificate.

<sup>23</sup> Sensitive personal information may be redacted.

- l. Police Clearance (national or local);
  - m. Philippine National ID (digital copy with signature); or
  - n. Philippine Health Insurance Corporation (PhilHealth) ID card.
- (5) The **original or CTC of the Transcript of Records (TOR)**, certifying the completion of **the law degree**, issued by the School Registrar (including his or her equivalent).

A PHP 30.00 documentary stamp tax must be *affixed by the issuing law school or university* on the TOR.

Applicants who graduated from foreign law schools are subject to the following requirements:<sup>24</sup>

- a. Proof of completion of all courses leading to the Juris Doctor or equivalent degree;
  - b. Recognition or accreditation of the law school or university by the proper authority; **and**
  - c. Completion of all fourth-year subjects in the Juris Doctor academic program<sup>25</sup> in a law school or university duly recognized by the Philippine Government.
- (6) The **original or CTC of the Transcript of Records (TOR)**, certifying the completion of **the pre-law degree**, issued by the School Registrar (including his or her equivalent).
- (7) A **Certificate of No Derogatory Record (CNDR)** requested from the law school or university where the applicant graduated, **and** duly signed by the law school Dean or his/her authorized representative. The CNDR must state that the applicant has **no derogatory record**.

Applicants who graduated from foreign law schools must request the CNDR from the law school or university in the Philippines where they took their fourth-year subjects.

- (8) An **unretouched photo of the applicant**, meeting the following requirements:
- a. **Size:** The photo must be in (1 1/2" in. x 1 1/2" in.) size;
  - b. **Background:** It must have a plain white background;
  - c. **Attire:** The applicant must be in decent collared attire;

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<sup>24</sup> Re: Letter of Atty. Estelito P. Mendoza, Proposing Reforms in the Bar Examinations Through Amendments to Rule 138 of the Rules of Court, B.M. No. 1153, March 9, 2010.

<sup>25</sup> Legal Education Board Memorandum Order No. 10, Series of 2018, Re: Migration of the Basic Law Course to Juris Doctor, December 1, 2018.

- d. **Both ears** of the applicant **must be visible** unless otherwise required by their faith or religion to be covered (i.e., those required to wear hijabs, burkas, etc.);
- e. **Name and signature:** The applicant's handwritten name and signature must appear at the bottom (signature over printed name). The name format is [Surname, Given Name, Middle Initial, Suffix]; and
- f. The photo **must** have been taken **not more than three months** before the submission of the application form.

**Uploading of the photo and file format:** To upload in the BARISTA, the photo must bear the following specifications: JPEG format with a file size of 2MB or less;

This requirement is **not** deemed complied with in the following instances:

- a. The photo does not resemble the applicant;
  - b. The background is not plain white;
  - c. The photo contains shadows; or
  - d. The name and signature appear outside the photo.
- (9) **Two Testimonials of Good Moral Character (TGMC)**, which must be requested from and signed by two different members of the Philippine Bar, both of whom:
- a. Have personally known the applicant for at least one year before signing the TGMC;
  - b. Have been admitted to the practice of law for at least one year before signing the TGMC; **and**
  - c. Are not related to the applicant by consanguinity or affinity within the fourth civil degree.

See **Annex B** for the template of the *Testimonial of Good Moral Character*

- (10) **For applicants with pending or decided cases, documents declaring all pending and/or decided cases of whatever nature** (i.e., civil, administrative, or criminal), filed against the applicant before any jurisdiction.

**If with pending cases**, the applicant should additionally attach the following as issued by the court, prosecutor's office, or agency concerned:



- a. Original or CTC of the Complaint/Information; **and**
- b. Certification as to the pendency or the status of the case.

**If with decided cases**, the applicant should additionally attach the following as issued by the court, prosecutor's office, or agency concerned:

- a. Original or CTC of the Judgment/Decision/Order/Resolution, whichever is applicable;
- b. Original or CTC of the Entry of Judgment/Certificate of Finality, whichever is applicable; **and**
- c. Clearance attesting that the applicant has no pending case as of the time of application.

Since the case must be filed against the applicant, there is no need to declare if the applicant is the complainant/plaintiff /petitioner in the case. However, if the case has been appealed or a counterclaim has been filed where the applicant becomes the respondent/defendant/accused, the applicant must declare the same and submit the required documents relative thereto.

Cases that have been archived or provisionally dismissed are considered **pending** cases.

- (11) **Notarized Certificate of Completion of Refresher Courses**, issued by the School Registrar (including his or her equivalent) **and** duly noted by the law school Dean, or his/her authorized representative, where the refresher subjects were completed.

**The law school or university must be authorized to offer Refresher Courses under valid Special Government Permits issued by the Legal Education Board (LEB).**

The certificate shall attest that:

- a. the refresher has regularly attended classes; **and**
- b. he or she passed the required refresher subjects under the same conditions as ordinary students.

The certificate shall indicate the grades of the refresher in the following subjects:

- a. Political/Constitutional Law Review
- b. Labor Law Review
- c. Civil Law Review I
- d. Civil Law Review II
- e. Taxation Law Review
- f. Commercial Law Review

- g. Criminal Law Review
- h. Remedial Law Review I
- i. Remedial Law Review II

The certificate shall state that the professors in the above subjects are *bona fide* professors of the law school or university where said subjects were taken and completed.

The certificate shall state if Remedial Law Review (7 units) and/or Civil Law Review (7 units) were/was taught and implemented by the law school as equivalent to Remedial Law Review 1 and 2 as well as Civil Law Review 1 and 2.<sup>26</sup>

Refresher courses may be taken online based on the chosen law school's preferred medium of instruction.<sup>27</sup>

Refreshers are allotted a maximum of two years from the date of their initial enrollment to complete the refresher course.<sup>28</sup>

Upon completion of the refresher course, refreshers are given a maximum of three bar exam years within which to take the bar examinations (i.e., one completion of a refresher course is valid for three bar exam years,<sup>29</sup> not calendar years).<sup>30</sup> However, the certificate issued to the refresher shall *only* be used for one bar examination.<sup>31</sup>

*See Annex C* for the template of the *Notarized Certificate of Completion of Refresher Courses*.

For applicants currently enrolled in a refresher course, a **Certificate of Enrollment** signed by the School Registrar (including his or her equivalent) or College Secretary (including his or her equivalent), **and** noted by the law school Dean or his/her authorized representative.<sup>32</sup> (*Note: The Certificate of Enrollment is **not applicable** to applicants who have completed a refresher course.*)

The Certificate must indicate:

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<sup>26</sup> Legal Education Board (LEB) Order No. 21, Series of 2019 and Section 4 of LEB Memorandum Order No. 22, Series of 2022.

<sup>27</sup> Bar Matter No. 3756, Re: Online Refresher Courses for Candidates Who Have Failed the Bar Examinations Three Times, August 26, 2020.

<sup>28</sup> Bar Matter No. 3454, Re: Letter of Dean Emerson B. Aquende, Chairperson of the Legal Education Board Relative to the Rule on Refresher Course, September 11, 2018.

<sup>29</sup> The 2020/21 Bar Examinations is considered as one bar exam year.

<sup>30</sup> Bar Matter No. 3454, Re: Letter of Dean Emerson B. Aquende, Chairperson of the Legal Education Board Relative to the Rule on Refresher Course, September 11, 2018.

<sup>31</sup> A refresher who completed refresher courses in 2024 but did not take the 2024 Bar Exams still has a valid certification for purposes of taking the 2025 Bar Exams. However, a refresher who earned a certification in 2024 but **failed** the 2024 Bar Exams, should already enroll in new refresher courses to be eligible to take the 2025 Bar Examinations.

<sup>32</sup> *En Banc* Resolution in B.M. No. 3978, Re: Application Requirements for the 2023 Bar Examinations, December 6, 2022.

- a. that the applicant is currently enrolled in a refresher course **and** is regularly attending classes under the same conditions as ordinary students; **and**
- b. the list of subject/s taken by the applicant, including the corresponding academic year when the subject/s was/were taken, and the list of subject/s the applicant is/are currently taking.

The certificate shall be issued by the law school or university where the courses are being taken by the applicant. If the subjects will be completed in different law schools or universities, the applicant must submit certifications issued by the individual professors of each subject.

See **Annex D** for the template of the *Certificate of Enrollment*.

- (12) **A Notarized Affidavit of Undertaking to Complete a Pre-Bar Review Course** is **mandatory** for applicants who have not yet completed the Refresher Course and/or have yet to enroll in a Pre-Bar Review Course.

**If the applicant is already enrolled in a Pre-Bar Review Course**, the applicant must submit a **Certificate of Enrollment** issued by the School Registrar and signed by the law school Dean, his/her authorized representative, where the Pre-Bar Review Course was taken.

- (13) **Notarized Certificate of Completion of the Pre-Bar Review Course**

The certificate of completion shall be issued by the School Registrar (including his or her equivalent), **and** signed by the law school Dean or his/her authorized representative, where the Pre-Bar Review Course was taken. If the applicant took the Pre-Bar Review Course in a review center, the certificate must be issued by the School Registrar (including his or her equivalent) or the authorized representative of the law school or university where the review center is affiliated.

**The law school or university that issued the certificate of completion must be authorized to offer Refresher Courses under valid Special Government Permits issued by the LEB.** (*Note: The Certificate of Completion is a deferred document.*)

## SUMMARY OF DOCUMENTARY REQUIREMENTS

	<u>With</u> existing BARISTA accounts	<u>Without</u> existing BARISTA accounts
<b>New Applicants</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Accomplished BARISTA - generated Application Form</li> <li><input type="checkbox"/> 2. An unretouched photo of the applicant meeting the requirements stated in Bar Bulletin No. 2</li> <li><input type="checkbox"/> 3. Two Testimonials of Good Moral Character</li> <li><input type="checkbox"/> 4. For applicants with pending cases: (1) original or CTC of the Complaint/Information; <b>and</b> (2) Certification as to the pendency or status of the case. For applicants with decided cases: (1) original or CTC of the Judgment/ Decision/ Order/ Resolution, whichever is applicable; (2) original or CTC of the Entry of Judgment/ Certificate of Finality, whichever is applicable; <b>and</b> (3) clearance or certification attesting that the applicant has no pending case as of the time of application</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Accomplished BARISTA - generated Application Form</li> <li><input type="checkbox"/> 2. A legible original of the Birth Certificate, issued by PSA/ Negative Results Certification <b>and</b> legible original or CTC of the Birth Certificate issued by the LCR/ Negative Results Certification issued by the PSA <b>and</b> Affidavit for Delayed Registration/uncorrected Birth Certificate <b>and</b> notarized undertaking /Foreign Birth Certificate <b>and</b> Report of Birth issued by the PSA/Birth Certificate issued by the PSA or Foreign Birth Certificate <b>and</b> other documents relating to the applicant's acquisition of Philippine citizenship/ a Certificate of Foundling issued by the LCR, whichever is applicable</li> <li><input type="checkbox"/> 3. For female applicants, whenever applicable - legible original of the Marriage Certificate issued by the PSA or original/CTC of the Marriage Certificate issued by the LCR, whenever allowed</li> <li><input type="checkbox"/> 4. A valid government-issued or latest law school-issued identification (ID) card, with the applicant's photo and signature.</li> <li><input type="checkbox"/> 5. A Certificate of Enrollment or a Certificate of Completion, whichever is</li> </ul>

		<p>applicable</p> <ul style="list-style-type: none"> <li>□ 6. For graduates of foreign law schools who are currently completing the required fourth-year subjects in a law school in the Philippines, Certificate of Enrollment</li> <li>□ 7. For those who completed their law degree in 2023 and 2024, the original or CTC of the applicant's CLEP Level 1 Certification or Level 2 Certification, or both</li> <li>□ 8. The original or CTC of the Transcript of Records (TOR), certifying the completion of the law degree (mandatory for graduate applicants, while deferred for currently enrolled applicants)</li> <li>□ 9. The original or CTC of the Transcript of Records (TOR), certifying the completion of the pre-law degree (mandatory for graduate applicants, while deferred for currently enrolled applicants)</li> <li>□ 10. An unretouched photo of the applicant meeting the requirements stated in Bar Bulletin No. 2</li> <li>□ 11. Certificate of No Derogatory Record</li> <li>□ 12. Two Testimonials of Good Moral Character</li> <li>□ 13. For applicants with pending cases: (1) original or CTC of the Complaint/Information; <b>and</b> (2) Certification as to the</li> </ul>
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		<p>pendency or status of the case. For applicants with decided cases: (1) original or CTC of the Judgment/ Decision/ Order/ Resolution, whichever is applicable; (2) original or CTC of the Entry of Judgment/ Certificate of Finality, whichever is applicable; <b>and</b> (3) clearance or certification attesting that the applicant has no pending case as of the time of application</p>
<p><b>Previous Takers</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Accomplished BARISTA - generated Application Form</li> <li><input type="checkbox"/> 2. An unretouched photo of the applicant meeting the requirements stated in Bar Bulletin No. 2</li> <li><input type="checkbox"/> 3. Two Testimonials of Good Moral Character</li> <li><input type="checkbox"/> 4. For applicants with pending cases: (1) original or CTC of the Complaint/Information; <b>and</b> (2) Certification as to the pendency or status of the case. For applicants with decided cases: (1) original or CTC of the Judgment/ Decision/ Order/ Resolution, whichever is applicable; (2) original or CTC of the Entry of Judgment/ Certificate of Finality, whichever is applicable; <b>and</b> (3) clearance or certification attesting that the applicant has no pending case as of the time of application</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Accomplished BARISTA - generated Application Form</li> <li><input type="checkbox"/> 2. A legible original of the Birth Certificate, issued by PSA/ Negative Results Certification <b>and</b> legible original or CTC of the Birth Certificate issued by the LCR/ Negative Results Certification issued by the PSA <b>and</b> Affidavit for Delayed Registration/ uncorrected Birth Certificate <b>and</b> notarized undertaking /Foreign Birth Certificate <b>and</b> Report of Birth issued by the PSA/Birth Certificate issued by the PSA or Foreign Birth Certificate <b>and</b> other documents relating to the applicant's acquisition of Philippine citizenship/ a Certificate of Foundling issued by the LCR, whichever is applicable</li> <li><input type="checkbox"/> 3. For female applicants, whenever applicable - legible original of the Marriage Certificate issued by the PSA or original/CTC of the Marriage Certificate issued by the LCR, whenever allowed</li> </ul>

	<ul style="list-style-type: none"> <li data-bbox="954 191 1422 408">□ 4. A valid government-issued or latest law school-issued identification (ID) card, with the applicant's photo and signature</li> <li data-bbox="954 451 1422 750">□ 5. For those who completed their law degree in 2023 and 2024, the original or CTC of the applicant's Clinical Legal Education Program (CLEP) Level 1 Certification or Level 2 Certification, or both</li> <li data-bbox="954 792 1422 966">□ 6. The original or CTC of the Transcript of Records (TOR), certifying the completion of the law degree</li> <li data-bbox="954 1009 1422 1183">□ 7. The original or CTC of the Transcript of Records (TOR), certifying the completion of the pre-law degree</li> <li data-bbox="954 1226 1422 1400">□ 8. An unretouched photo of the applicant meeting the requirements stated in Bar Bulletin No. 2</li> <li data-bbox="954 1442 1422 1517">□ 9. Certificate of No Derogatory Record</li> <li data-bbox="954 1559 1422 1647">□ 10. Two Testimonials of Good Moral Character</li> <li data-bbox="954 1689 1422 2295">□ 11. For applicants with pending cases: (1) original or CTC of the Complaint/Information; <b>and</b> (2) Certification as to the pendency or the status of the case. For applicants with decided cases: (1) original or CTC of the Judgment/ Decision/ Order/ Resolution, whichever is applicable; (2) original or CTC of the Entry of Judgment/Certificate of Finality, whichever is</li> </ul>
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		applicable; <b>and</b> (3) clearance or certification attesting that the applicant has no pending case as of the time of application
<b>Refreshers</b>	<ul style="list-style-type: none"> <li>□ 1. Accomplished BARISTA - generated Application Form</li> <li>□ 2. An unretouched photo of the applicant meeting the requirements stated in Bar Bulletin No. 2</li> <li>□ 3. Two Testimonials of Good Moral Character</li> <li>□ 4. For applicants with pending cases: (1) original or CTC of the Complaint/Information; <b>and</b> (2) Certification as to the pendency or status of the case. For applicants with decided cases: (1) original or CTC of the Judgment/ Decision/ Order/ Resolution, whichever is applicable; (2) original or CTC of the Entry of Judgment/ Certificate of Finality, whichever is applicable; <b>and</b> (3) clearance or certification attesting that the applicant has no pending case as of the time of application</li> <li>□ 5. Notarized Certificate of Completion of Refresher Course</li> <li>□ 6. Notarized Affidavit of Undertaking to Complete a Pre-Bar Review Course or Certificate of Enrollment, whenever applicable</li> <li>□ 7. Notarized Certification of Completion of the Pre-Bar Review Course</li> </ul>	<ul style="list-style-type: none"> <li>□ 1. Accomplished BARISTA - generated Application Form</li> <li>□ 2. A legible original of the Birth Certificate, issued by PSA/Negative Results Certification <b>and</b> legible original or CTC of the Birth Certificate issued by the LCR/ Negative Results Certification issued by the PSA <b>and</b> Affidavit for Delayed Registration/uncorrected Birth Certificate <b>and</b> notarized undertaking/ Foreign Birth Certificate <b>and</b> Report of Birth issued by the PSA/Birth Certificate issued by the PSA or Foreign Birth Certificate <b>and</b> other documents relating to the applicant's acquisition of Philippine citizenship/a Certificate of Foundling issued by the LCR, whichever is applicable</li> <li>□ 3. For female applicants, whenever applicable - legible original of the Marriage Certificate issued by the PSA or original/CTC of the Marriage Certificate issued by the LCR, whenever allowed</li> <li>□ 4. A valid government-issued or latest law school-issued identification (ID) card, with the applicant's photo and signature</li> <li>□ 5. The original or CTC of the Transcript of Records (TOR),</li> </ul>



		<p>certifying the completion of the law degree</p> <ul style="list-style-type: none"> <li>□ 6. The original or CTC of the Transcript of Records (TOR), certifying the completion of the pre-law degree</li> <li>□ 7. An unretouched photo of the applicant meeting the requirements stated in Bar Bulletin No. 2</li> <li>□ 8. Certificate of No Derogatory Record</li> <li>□ 9. Two Testimonials of Good Moral Character</li> <li>□ 10. For applicants with pending cases: (1) original or CTC of the Complaint/Information; <b><u>and</u></b> (2) Certification as to the pendency or status of the case. For applicants with decided cases: (1) original or CTC of the Judgment/ Decision/ Order/ Resolution, whichever is applicable; (2) original or CTC of the Entry of Judgment/ Certificate of Finality, whichever is applicable; <b><u>and</u></b> (3) clearance or certification attesting that the applicant has no pending case as of the time of application.</li> <li>□ 11. Notarized Certificate of Completion of Refresher Courses</li> <li>□ 12. Notarized Affidavit of Undertaking to Complete a Pre-Bar Review Course or Certificate of Enrollment, whenever applicable</li> </ul>
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		□ 13. Notarized Certification of Completion of the Pre-Bar Review Course
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