

## **Checklist for Texas Applications for Foreign Legal Consultant Certification Renewal**

This checklist is for your convenience. Do not upload it. It is not a substitute for reading and complying with the [Rules Governing Admission to the Bar of Texas](#).

### **To submit your application**

- Instructions** – Read. When you are done, a green checkmark will appear.
- Application** – Complete. When you are done, a green checkmark will appear.
- Authorization and Release** – Complete, then upload through the Upload Required Documents feature.
- FLC Renewal Sponsor Signature Page** – Complete, then upload through the Upload Required Documents feature.
- FLC Renewal Statement of Compliance Page** – Complete, then upload through the Upload Required Documents feature.
- Proof of CLE Completion** – Upload proof that you have completed 3 hours of CLE in ethics courses accredited by the State Bar of Texas through the Upload Required Documents feature.
- Submit Application and Pay Fees** – Once you have completed each step above, a green Submit button will appear. Click it and follow the prompts to submit fees.

### **To be certified**

- Government-Issued ID** – Upload a color scan through the Upload Required Documents feature. (If you provided this documentation when you filed a previous bar exam application, you do not need to provide it again.)
- Fingerprints** – Complete the [fingerprinting process](#). (If you were fingerprinted when you filed a previous bar exam application, you do not need to be fingerprinted again.)

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