

## **Change of Current Contact Information**

If your current personal contact information such as **mailing address, email or telephone number changes, you must update the information immediately in your CiviCore application account portal.**

You are responsible for ensuring that your contact information is updated within your application account Profile. You must update your Profile each time your contact information changes *(even if a reported change is temporary and you are returning to a previous address in the future)*. Changes to personal contact information will not be accepted over the telephone, via the Messaging Center or by email.

**To update your application account Profile:**

- **Log in to your application account.**
- **Select PROFILE in the navigation bar at the top of the page.**
- **Click the Edit button and update your Current Contact Information.**
- **Click the Submit button to save the update.**

If a change to your current mailing address is also a change in your residence, you will also need to complete, sign and date, and upload an Application Amendment Form for Question 14 regarding your residences. Include the date you left your previous residence and all the information requested in Question 14 for your new residence.

You can find the Application Amendment Form on your Candidate Home Page where it says, "Click here to AMEND your application." You will then need to go to the Documents Required section of your application, click on the Doc Info button and download the form.

Your admission badges for the bar exam will be mailed to the current address in your Profile. Important information concerning your eligibility to sit for the bar exam, character and fitness inquiries and bar examination results will be transmitted via your CiviCore application account portal. If you are registered to take the exam using your laptop computer, all notices of registration, deadlines and updates will be sent via email.

**Don't miss important notices by failing to keep your contact information up to date!**