

**Supreme Court of the State of New York**  
**Appellate Division: Second Judicial Department**

**HOW TO APPLY FOR LICENSURE AS A FOREIGN LEGAL CONSULTANT**

*Step One:* Carefully read part 521 of the Rules of the Court of Appeals and part 692 of the Rules of the Appellate Division, Second Department (22 NYCRR parts 521, 692) governing the licensing of legal consultants to determine whether you meet the basic eligibility requirements.

*Step Two:* Contact the office of the Committees on Character and Fitness at the address set forth below and request that the necessary instructions and forms for filing an application for licensure be mailed to you.

*Step Three:* Return the fully executed application forms and required supporting documentation to the office of the Committees on Character and Fitness. Be sure to make and retain a copy of the entire, completed application package for your records.

*Step Four:* The office of the Committees on Character and Fitness will review your application for licensure. If complete, you will be scheduled by letter for a personal interview with a Committee member. If incomplete, you will be advised by letter as to the additional information that is needed.

*Step Five:* Appear for your personal interview with a member of the Committees on Character and Fitness.

*Step Six:* Take the oath of office as a Licensed Foreign Legal Consultant. After you have submitted a complete application and have been interviewed and approved by a member of the Committees on Character and Fitness, you will be notified of the date and time on which to appear at the courthouse of the Appellate Division, Second Department, to take the oath of office. It is a formal court appearance and proper business attire is required.

*Note Carefully:* Licensure as a foreign legal consultant does not constitute admission to the bar of the State of New York. Legal consultants are not New York attorneys. Applicants should carefully read and understand the provisions of § 521.3 of the Rules of the Court of Appeals ([22 NYCRR 521.3](#)) regarding the limited scope of practice of foreign legal consultants and the services that they may render in this state.

*Questions:* Inquiries about these instructions or the licensing process in general may be addressed to:

Committees on Character and Fitness  
Appellate Division, Second Department  
335 Adams Street, Room 2404  
Brooklyn, NY 11201  
Telephone: (718) 923-6360