



COURT REPORTERS BOARD OF CALIFORNIA

2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833
Phone (916) 263-3660 / Toll Free: 1-877-327-5272
Fax (916) 263-3664 / www.courtreportersboard.ca.gov



FIRST TIME APPLICATION CHECKLIST

- Application (Completed)
 - All questions answered
 - Application signed
 - Application dated
 - Qualifying documents attached
- Application Fee - \$40.00 Enclosed*
- Examination Fee - \$75.00 (\$25 per exam) Enclosed*
(Submit exam fees for only the exams you want to take in the current cycle. Current cycle dates for English and Professional Practice are: July-October; November-February; March-June.)
- 2 Passport Photographs Enclosed (2 X 2 in size)
- Signed Guidelines for using Computer-Aided Technology (CAT, computers, laptops)
- Signed Guidelines for using Paperless Writer (ONLY if using a paperless writer)
- CALIFORNIA APPLICANTS**
 - SECOND COPY of the request for Live Scan Service Applicant Submission form.
- OUT OF STATE APPLICANTS**
 - 2 Completed Fingerprint Cards (FD-258)
 - Please call the Board office at (877) 327-5272, or email Kim.Kale@dca.ca.gov, to request Fingerprint Cards
 - Request for Exemption From Mandatory Electronic Fingerprint Submission (Live Scan) Requirement Form (BCII 9004)
 - Please call the Board office at (877) 327-5272, or email Kim.Kale@dca.ca.gov, to request Exemption Form
 - Additional \$49.00 Fingerprint Card Processing Fee Enclosed*
 - Return in 8 X 10 Envelope (Fingerprint cards CANNOT be folded or bent)
- Send Application Certified Mail (OPTIONAL)

**Submit ONE check or money order for all fees related to this application.*

SPECIAL NOTE: If you qualify to sit for the dictation exam, you will receive a Final Notice stating your test time approximately two (2) weeks before the dictation exam. If for any reason your application is incomplete/not accepted, you will be notified with a Rejection of Application Letter.

If you do not have access to the internet, and/or a printer, you may call the Board office at (877) 327-5272, or email Kim.Kale@dca.ca.gov, to request a first time application packet.