FINGERPRINT CLEARANCE INFORMATION

Fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required from every applicant prior to the Commission’s issuance of any credential, permit, or certificate.

California Residents: If this is your first application for a credential, permit, Certificate of Clearance (COC), or Activity Supervisor Clearance Certificate (ASCC), you will need to submit verification that you have had your fingerprints taken electronically using the form “Request for Live Scan Service – Applicant Submission” (Form 41-LS). The form is available for download on the Commission’s website.* The DOJ will not accept the submission of fingerprint cards from California residents.

*NOTE: Preprinted information embedded on the Live Scan Form 41-LS may not populate when downloaded using the Firefox web browser. Using Internet Explorer or Google Chrome should allow the form to download properly. If the form does not prepopulate correctly, add the information as shown on page 2 under “Live Scan Form Information.”

Three copies of the form will be required for the Live Scan; keep one copy for your personal records. Your fingerprint information will be forwarded electronically to the Commission. A current listing of sites offering Live Scan electronic fingerprint services is available on the California Attorney General’s website http://ag.ca.gov/fingerprints/publications/contact.php.

Some County Offices of Education offer dual Live Scan services for fingerprinting that provides fingerprint information to the state and county so that the applicant is not required to pay additional fees for fingerprinting. You may wish to contact the county office where you will be seeking employment to see if they offer dual Live Scan services or would prefer that you apply through their office.

Out-of-State/Out-of-Country Residents: Fingerprint cards may be ordered from the Commission by sending an email including a physical mailing address to Fingerprints@ctc.ca.gov. In the subject line of the email, write ‘Fingerprint Cards.’ The DOJ will only accept fingerprint cards (FD-258) for teachers whose home address is outside of California. Individuals that move to California before submitting an application with fingerprint cards must use the Live Scan process for fingerprinting. Applicants using fingerprint cards must apply with a paper application (Form 41-4) and attach the cards and fingerprint processing fee to the application.

California Penal Code Section 11102.1 precludes the DOJ from accepting applicant fingerprints unless the impressions were rolled by a certified fingerprint roller or by an individual who is specifically exempt from the certification requirement. Individuals residing outside of California applying for employment or certification in California who cannot be fingerprinted in California must have their fingerprints rolled at a law enforcement agency in their state or country of residence. If reprints are required, they must be taken by a different individual than the one who originally took the prints.

Fingerprint cards cannot be folded or have anything stapled or glued to them. The Commission cannot accept red and white or black and white fingerprint identification cards, photocopies of fingerprint cards, or fingerprints rolled in ink in any color other than black. Submission of incomplete or unacceptable fingerprint cards will result in a delay in processing your application for a credential, permit, or certificate.
Fingerprint cards may not be submitted separately from an application and processing fee for a credential, permit or certificate. When submitting an application with fingerprint cards attached, the cards will be forwarded to the DOJ and FBI for processing before your application is evaluated for academic eligibility. Once your application is favorably evaluated, you will receive a letter verifying your academic eligibility. When the Commission receives clearance from both DOJ and FBI, your document will be issued and posted online. Fingerprint card processing generally takes one month.

**Fingerprint Invalidation**

Fingerprint information will be invalidated for individuals who complete the Live Scan process but do not subsequently file an application with the Commission for a document within eighteen (18) months. Fingerprint information will also be invalidated for individuals whose ASCC, COC, teaching, or services documents (credential, certificate, permit, or waiver) have been expired for eighteen (18) months or longer. The fingerprint process will need to be repeated when individuals whose fingerprints have been invalidated subsequently apply for certification. See Coded Correspondence 12-10 for additional information.

*Click HERE for information on applying for a Certificate of Clearance.*

*Click HERE for information on applying for the Activity Supervisor Clearance Certificate (ASCC).*

**Live Scan Form Information**

Include this information on Form 41-LS if it does not prepopulate when downloaded. This information must appear exactly as shown for acceptance by the DOJ and FBI.

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**REQUEST FOR LIVE SCAN SERVICE**

**FORM 41-LS Rev: 09/13**

<table>
<thead>
<tr>
<th>Applicant Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI: A0281</td>
</tr>
<tr>
<td>Type of Application:</td>
</tr>
<tr>
<td>License/Certification/Permit: TEACHER CRED 44340 EC</td>
</tr>
</tbody>
</table>

**Agency Address Set Contributing Agency:**

**CASM TEACHER CREDENTIALING**

Agency authorized to receive criminal history information

1900 Capitol Avenue

Street No. | Street or PO Box
Sacramento | CA | 95811-4213

City | State | Zip Code

Mail Code (five-digit code assigned by DOJ)

03294

Contact Name (Mandatory for all school submissions)

Contact Telephone No.

Also, be sure to mark both boxes for DOJ and FBI on the form as shown below:

<table>
<thead>
<tr>
<th>Your Number:</th>
<th>OCA No. (Applicant Social Security No.)</th>
</tr>
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<tbody>
<tr>
<td>If resubmission, list Original ATI Number:</td>
<td>Level of Service: DOJ FBI</td>
</tr>
</tbody>
</table>

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On your fingerprint cards, please complete the areas that are marked with an “X” on the sample below. Incomplete fingerprint cards will be returned to the applicant causing a delay in the processing of the application and issuance of the credential.

1. Prints must be rolled from nail to nail and the ridges should be sharp and distinct.

2. Cards must carry the complete physical description of the applicant, including color of eyes and hair, height, weight, date of birth, and signature in ink. Abbreviations for hair and eye color may be used; please use BLK (black), BLND (blonde), BL (blue), BRN (brown), GRN (green), GRY (gray), and HZL (hazel). Since the cards cannot be properly indexed by the Department of Justice or the FBI without this information, incomplete cards will be returned to the applicant. It is also helpful that the applicant complete the box for the social security number. (See sample on page 1.)

3. If you are missing a digit or have a skin irritation or deformity of the hands and/or fingers which prevents the taking of clear fingerprints, submit a statement explaining the situation from the person taking the prints in the case of missing digits or a deformity) or from a doctor (in the case of a skin irritation). Attach the statement to your fingerprint cards at the time you submit them. You may be required to submit several fingerprint cards until the Department of Justice or FBI is able to piece together a classifiable set of prints.
TO OBTAIN CLASSIFIABLE FINGERPRINTS:
1. USE BLACK PRINTER’S INK.
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARERecorded IN CORRECT ORDER.
6. NOTATE IN THE APPROPRIATE FINGER BLOCKS IF APPLICANT IS MISSING ONE OR MORE FINGERS FOR ANY REASON. IF NOT MISSING, ALL TEN IMPRESSIONS MUST BE PROVIDED WITH SCARS AND DEFORMITIES NOTED.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE).

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES, DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

INSTRUCTIONS:
*1. PRINTS MUST BE FIRST CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
2. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.
**3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE “EMPLOYER AND ADDRESS”. THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
MISCELLANEOUS NO. — RECORD: OTHER ARMED FORCES NO. PASSPORT NO. (FP), ALIEN REGISTRATION NO. (AR), POST SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS), VETERANS’ ADMINISTRATION NO. (VA).