

State Of California
Commission on Teacher Credentialing

1900 Capitol Avenue
Sacramento, CA 95811-4213
(888) 921-2682

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

FINGERPRINT CLEARANCE INFORMATION

Fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required from every applicant as a prerequisite 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](#), 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 LiveScan Service – Applicant Submission" ([form 41-LS](#)), available for download on the Commission's website. The DOJ will *not* accept the submission of fingerprint cards from California residents. One copy of the form will be retained by the LiveScan operator; keep one copy for your personal records. Your fingerprints will be electronically forwarded to the Commission. A current listing of sites offering LiveScan electronic fingerprint services is available on the California Attorney General's website at <http://ag.ca.gov/fingerprints/publications/contact.php>.

Out-of-State/Out-of-Country Residents: The DOJ will only accept fingerprint cards (FD-258) from the Commission for teachers whose home address is outside of California. 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 and applying for employment or licensure 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. We 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. To order fingerprint cards, call the Commission's automated phone system at (888) 921-2682 or send an email to credentials@ctc.ca.gov.

If you submit fingerprint cards with your application materials, the fingerprint 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 we receive clearance from both DOJ and FBI, your document will be issued and posted online. Fingerprint card processing generally takes one month.

Fingerprint information will be invalidated for individuals who complete the LiveScan process but do not subsequently file an application with the Commission for a document in three or more years. In addition, fingerprint information will be invalidated for individuals whose Certificate of Clearance, teaching, or services documents (credential, certificate, permit, or waiver) have been expired for three or more years. The fingerprint process will need to be repeated when individuals whose fingerprints have been invalidated subsequently apply for certification, including applications for new Certificates of Clearance. Please see [Coded Correspondence 11-15](#) 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).

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.

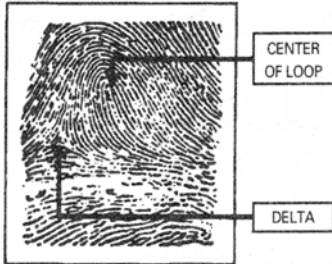
APPLICANT		LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK				LEAVE BLANK	
			LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME	FBI		
SIGNATURE OF PERSON FINGERPRINTED *			ALIAS <u>AKA</u>					
RESIDENCE OF PERSON FINGERPRINTED *						CA0349400	DATE OF BIRTH <u>DOB</u>	
						BU OF ID & INFO	Month Day Year	
			CITIZENSHIP <u>CTZ</u>			SACRAMENTO CA	* * *	
DATE *	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS *		YOUR NO. <u>OCA</u>				PLACE OF BIRTH <u>POB</u>	
							* * *	
EMPLOYER AND ADDRESS			FBI NO. <u>FB</u>				LEAVE BLANK	
<u>Comm on Teaching Credentialing</u>							CLASS _____	
<u>Box 944270</u>			ARMED FORCE NO. <u>MNU</u>				REF. _____	
<u>Sacramento, CA 94244-2700</u>		<u>44</u>						
REASON FINGERPRINTED *			SOCIAL SECURITY NO. <u>SOC</u>					
			MISCELLANEOUS NO. <u>MNU</u>					

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.



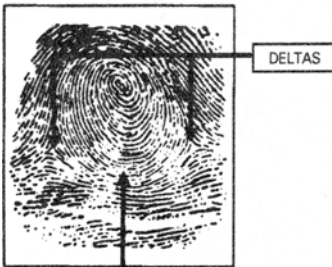
**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C. 20537
APPLICANT**

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

*U.S. GPO: 2001 483-800/2-02321
FD-258 (REV. 5-11-99)

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 ARE RECORDED 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 NOTATED.
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 STATUES 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.

LEAVE THIS SPACE BLANK

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).

