



## Certificate of Clearance

What will this authorize me to do?

### ***Not everyone can use this Online Direct Application Process:***

If you are not currently located in California and will be submitting fingerprint cards rather than the LiveScan process, you may **not** use this direct web application process. You must apply with a paper application. See [credential leaflet CL-900](#) for more information about the paper application process.

### ***Requirements checklist for the Certificate of Clearance:***

- Complete and print 3 copies of [form 41-LS](#);
- Take the copies of form 41-LS to a [LiveScan station](#) to have your fingerprints taken. Your fingerprints will be electronically forwarded to the Commission. Keep two copies of form 41-LS for your records;
- Complete the direct web application for the Certificate of Clearance and pay the nonrefundable application fee by credit card; and
- Submit applicable documentation as required for the Professional Fitness Questions. Documentation should be mailed to:

Commission on Teacher Credentialing  
Attn: Online Direct Applications  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

***NOTE:*** This checklist is for your reference only. After having your fingerprints taken at a Live Scan site, you do not need to mail supporting materials to the Commission unless you are submitting information as required for the Personal and Professional Fitness questions. The Personal and Professional Fitness questions will be answered as part of the Direct Web Application Process.

### ***Authorization***

*The Certificate of Clearance is verification that you have completed the Commission's fingerprint process as well as the character and identification processes. Individuals must obtain a Certificate of Clearance or hold a certificate or permit issued by the Commission which required fingerprinting clearance before beginning student teaching.*