



## Fingerprint Information

**Note:** Applicants (without current fingerprint clearance) using the Online Direct Application Process must obtain fingerprint clearance using the Live Scan process. If you are not currently located in California and thus would submit fingerprint cards rather than using the Live Scan process, you may **not** use the Online Direct Application Process. Such applicants will use the paper application as well as fingerprint cards. See the Commission's website: <http://www.ctc.ca.gov/credentials/requirements.html> for more information about the paper application process.

### **Online Direct Application Process**

Fingerprint clearance is required from every applicant for any credential, permit, or certificate, **unless** fingerprint clearance is already on file at the Commission. Fingerprint clearance for your employment or from another state does not satisfy this requirement.

*First-time applicants for a California credential, certificate, or permit:*

Submit [form 41-LS](#) verifying that you have had your fingerprints taken electronically via the Live Scan process. A current listing of Live Scan sites offering electronic fingerprint services is on the California Attorney General's [website](#).

(Full web address: <http://ag.ca.gov/fingerprints/publications/contact.php>)

Print and take three copies of the form to a Live Scan site. Your fingerprints will be electronically forwarded to the Commission. Keep one copy of [form 41-LS](#) for your records.

*All other applicants:*

If you have previously applied for a California credential, permit, or certificate and had your fingerprints processed via the Live Scan process, submitted fingerprint cards, or hold a Certificate of Clearance, you have met the fingerprint requirement. Indicate such fulfillment on the requirements checklist.