

**COMMISSION ON TEACHER CREDENTIALING**

1900 Capitol Avenue  
Sacramento, CA 95814-4213  
(916) 445-0184

**OFFICE OF THE EXECUTIVE DIRECTOR**

DATE: March 30, 2005 05-0007

TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing

FROM: Sam W. Swofford, Ed.D.  
Executive Director

SUBJECT: Mandatory Electronic Transmission Requirement for Applicant Fingerprint Submission

The Commission on Teacher Credentialing has been advised by the California Department of Justice (DOJ) that recently enacted legislation will change the method that fingerprint images may be submitted to DOJ. Senate Bill 970 (Ortiz, Statutes of 2003, Chapter 470), added section 11077.1 to the California Penal Code. Effective July 1, 2005 DOJ may only accept fingerprint images (livescan) to process requests for criminal offender record information (CORI) for employment, licensing, certification, custodial child placement or adoption purposes,.

After July 1, 2005 any fingerprint cards (FD258) received by the DOJ will be returned to the submitting agency for resubmission in the required electronic format. The Commission's deadline for acceptance of fingerprint cards for California residents is June 15, 2005. Any application or Certificate of Clearance with fingerprint cards (FD258) received after June 15, 2005 will be returned for electronic submission except for those being submitted by individuals who reside outside of California.

DOJ will continue to accept fingerprint cards (FD-258) from the Commission for teachers who reside outside of California provided the teacher's home address is from another state or country. DOJ will require the Commission to request an exemption from the electronic transmission requirement prior to accepting the fingerprint cards.

A current listing of Live Scan sites offering electronic fingerprint services is available to the public on the California Attorney General's (AG's) website at: <http://www.ag.ca.gov/fingerprints/publications/contact.htm>.

A copy of the Commission Live Scan form may be found on the Commission's web site at <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>. Three copies of the form are needed for the live scan operator.

If you have further questions about this change, please contact Information Services toll-free at (888) 921-2682 between 12 noon and 4:45 pm weekdays or by e-mail at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).