

Second, the Commission's ORI number must be entered into the data collection screen by the livescan operator before the prints are transmitted to DOJ. This number identifies the Commission as the submitting agency and assures that the responses are sent to the Commission. The number appears on form 41-LS.

Applications submitted to the Commission with the livescan form need to include the Credential Application (41-4), supporting documentation, Application for Character and Identification Clearance (41-CIC), Request for Livescan Service (41-LS) and the application fee. Do not submit the DOJ and FBI fingerprint fees to the Commission.

Livescan Stations

There are a number of livescan stations located throughout the state. Several districts and county offices of education have installed livescan stations to expedite the process of submitting fingerprints for employment. In addition, many county sheriffs' offices will do livescan fingerprinting for applicants. The Department of Justice web page <www.caag.state.ca.us/app/contact.pdf> lists the locations that have livescan machines provided by DOJ. Contact the offices closest to you to see if they have the equipment and what their policies are concerning credential applicants and the collection of fees.

In addition, there is a private firm, Sylvan/Identix, that provides fingerprinting services. The applicant calls in advance to schedule an appointment. During the call the applicant provides his or her identification data and the Commission's ORI number, then arranges for payment of the fees. When the applicant arrives for the appointment, the livescan operator verifies the applicant's identity (photo ID required), scans the fingerprints and transmits the prints to DOJ. Sylvan/Identix charges \$16.00 for this service. Appointments are scheduled every five minutes.

Sylvan/Identix services will be available in San Francisco in mid-January 1999. Applicants may call 1-888-467-2080 for an appointment. The company plans to offer services in San Bernardino county by March and hopes to follow with services in San Diego and Los Angeles counties by June. Employers and IHEs in these counties may e-mail the company at <sylvanidx@aol.com> to confirm start-up dates. Employers and IHEs in other counties may call Sylvan/Identix Regional Manager Fred Mazzi at (650) 528-4225 to discuss establishing services in other locations.

Fees

The applicant is responsible for paying the DOJ and FBI fingerprint processing fees, a total of fifty-six dollars (\$56), at the time the prints are scanned. The fees for livescan fingerprints are NOT submitted to the Commission; the Commission only collects fees when paper fingerprint cards are submitted with the application.

In addition, the applicant must pay the fee charged by the livescan operator. This fee generally ranges from ten to twenty dollars depending on the station. Some stations charge the livescan fee for each transmission – one fee for processing prints for

employment and a second fee for processing them for certification – but most charge a single fee if the two transactions are completed at the same time.

“Request for Livescan Service” Forms

The Commission will provide preprinted three-part “Request for Livescan Service – Applicant Submission” forms to employing agencies and institutions of higher education as needed in place of fingerprint cards. Most agencies will need to keep a supply of both, because not all applicants will be able to get to a livescan station. Livescan forms may be requested from the Commission by calling the Certification Support Unit at (916) 445-5941. A sample of the form is attached for your information. The instructions on the back of the form explain the process.

Questions

If you have questions about livescan fingerprinting for certification purposes, you may call the Commission’s Information Services Office any workday at (916) 445-7254 or send e-mail to <credentials@ctc.ca.gov>.

State of California

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

Box 944270

Sacramento, CA 94244-2700

(916) 445-7254

Web site: <http://www.ctc.ca.gov>

Request for Livescan Service - Applicant Submission

(See instructions on back page.)

Applicant Information (To be completed by applicant)

Name of Applicant: _____
(Please Print)

Type of Application: **Certification or Licensing**

Position or Job Title: **Applicant for Teacher Certification**

Level of Service Requested: DOJ FBI If resubmission, list Original ATI No. _____
(Shown on Reject Notice)

Applicant Personal Descriptor Information (To be completed by applicant)

Date of Birth: _____ Former Names: _____

Height: _____ Weight: _____

Place of Birth: _____ SEX: Male Female

CDL No: _____ Hair/Color: _____ Eye/Color: _____

Social Security No: _____ Home Address: _____

Contributing Agency:

California Commission on Teacher Credentialing
Box 944270
Sacramento, CA 94244-2700

OCA #: _____
(Social Security Number of Applicant)

E-Mail Code: **03294** ORI: **A0281**

Livescan Transaction Completed: (To be completed by livescan operator)

Name of Operator	Terminal No.	Date	Amount Collected/Billed
_____	_____	_____	_____

(DOJ & FBI fees must be collected by livescan operator. If the fees are not collected cards must be printed.)

_____ Transmitted to DOJ Card Printout

ATI No. _____

Request for Livescan Service - Applicant Submission

The California Education Code requires that all individuals who seek to obtain California public school credentials, permits and waivers receive fingerprint clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) through the Commission. Individuals who have received fingerprint clearance through a public school district, other California agencies or in other States are not exempted from this process.

The livescan process replaces the traditional fingerprints cards that are required by the Commission. Your prints will be electronically sent to the DOJ who in turn will request clearance from the FBI. Both organizations will send clearance responses to the Commission.

When applying for a credential, permit or waiver you must submit the second copy of this form (41-LS), a completed Application for Character and Identification Clearance (41-CIC) and the appropriate application fee to the Commission. The fingerprint fee for the DOJ and FBI will be collected by the Livescan operator and does not need to be submitted to the Commission. There may be a fee charged by the Livescan operator to process this submission.

Instructions

Applicant Information Section (To be completed by applicant)

Please print your full legal name.

Applicant Personal Descriptor Information (To be completed by applicant)

Please complete all requested information. "CDL" is an abbreviation for a California Driver's License.

Please use the following abbreviations when completing the hair and eye color requests:

BLK (Black), BLND (blonde), BL (blue), BRN (brown), GRN (green), GRY (gray), and HZL (Hazel).

Contributing Agency (To be completed by livescan operator)

Please use the applicants social security number for the OCA number.

Livescan Transaction Completed: (To be completed by livescan operator)

Fees for both the DOJ and the FBI must be collected by the livescan operator when fingerprints are being submitted for Commission on Teacher Credentialing. If the fees are not collected, cards must be printed and the applicant will submit the fingerprint cards and fees to the Commission.