

**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

Box 944270 (1900 Capitol Avenue)  
Sacramento, California 94244-2700  
(916) 445-7254 or (888) 921-2682  
www.ctc.ca.gov  
credentials@ctc.ca.gov



OFFICE OF THE EXECUTIVE DIRECTOR

DATE: July 1, 2002 02-0012

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

FROM: Sam Swofford, Ed.D.  
Executive Director

SUBJECT: Requirement of Social Security Number or Tax Identification Number for Application Submittal

Effective August 1, 2002, the Commission on Teacher Credentialing will require applications to include a social security number or tax identification number from all applicants for the purpose of responding to requests made by child support agencies pursuant to California Family Code §17520.

Applications submitted from outside the United States are exempt from providing a social security number or tax identification number. However, this exemption only pertains to a first-time or initial application. Out-of-country applicants will be required to provide a social security number or tax identification number before the Commission will renew or reissue any credential.

Any application received after August 1, 2002 that does not meet the requirements stated above will be returned unprocessed. Once the applicant is issued a social security number or a tax identification number, the application can be returned for processing.

Additionally, to comply with regulations, the Commission will be updating the *Personal Information* section in all applications as stock runs out. Applications submitted without the new privacy statement will continue to be accepted until further notice.

The Personal Information section will be changed to read:

With the exception of your social security number and home address, information displayed on the documents you hold or have held is public information and may be disclosed. In addition, pursuant to California Education Code Section 44230, the Commission may disclose with past, present, or prospective employers or

institutions of higher education all information provided with applications submitted by an individual through those agencies. Information may also be disclosed to other State or Federal agencies as required by law. Personal Information may be disclosed to the public only with the applicants permission or in accordance with the law. The information is necessary for the Commission to perform its duty under California Education Code Sections 44200-44439, which authorize this work. If not furnished, an application may be denied, delayed or returned for completion. You are required to provide a social security number or federal tax identification number on the application pursuant to 42 USC §666 and California Family Code §17520.

If you have any questions, please visit the Commission's website at [www.ctc.ca.gov](http://www.ctc.ca.gov) or contact the Information Services Unit at (888) 921-2682 between 8 a.m. and 5 p.m. weekdays.