

## COMMISSION ON TEACHER CREDENTIALING

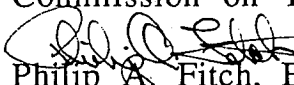
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OFFICE OF THE EXECUTIVE SECRETARY

December 7, 1990

90-9012

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

FROM:  Philip A. Fitch, Executive Secretary

SUBJECT: Information on Fingerprint Cards

Last June, Commission staff attended a meeting at the California Department of Justice (DOJ) and learned that they are planning to invest in some new equipment which will make reading fingerprint cards faster, but which will require that applicants type information such as their name, address, and physical description on the cards. They lead us to believe that this would be happening in the near future; therefore, based on past experience with the kind of lead time DOJ generally gives us prior to a change, we considered it prudent to pass the information on to you.

We have asked that beginning January 1, 1991, the information on fingerprint cards be typed. Since this is not yet a requirement for either DOJ or the FBI, we will not reject fingerprint cards on which the information is printed clearly in ink. However, we do not want to deal with a crisis of the proportions we have faced in the past as a result of fee changes, so if DOJ only gives us two weeks' notice of the change to typewritten cards, we will let you know the date as quickly as we can and simply reject all cards that don't meet the new requirement, including those attached to applications currently in the Commission office awaiting processing.

Post Script: We realize that the boxes for the description are too small to type full words, so abbreviations are fine just like when printing:  
brn=brown; blu=blue; grn=green; hzl=hazel; bld=blond; blk=black; etc.

Thank you.