



## **CODED CORRESPONDENCE**

**DATE:** December 4, 2013

**NUMBER:** 13-14

**TO:**

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

**FROM:**

Mary Vixie Sandy  
Executive Director  
Commission on Teacher Credentialing

**SUBJECT: Social Security or Tax Identification Number for Documents Issued by the  
Commission on Teacher Credentialing**

**Summary:**

Effective the date of this correspondence, the Commission on Teacher Credentialing will require every paper application and online application for all types of documents issued by the Commission, including a Certificate of Clearance, to include a Social Security Number (SSN) or an Individual Tax Identification Number (ITIN). This Coded Correspondence supersedes Coded Correspondence 02-0012.

**Key Provisions:**

Specific information is required on paper applications and online applications to allow the Commission to establish a new file for initial issuance of a credential or locate a previous file for credential holders. This includes a SSN or an ITIN.

Current law requires the Commission to collect a SSN or an ITIN from each applicant for purposes of complying with the State Licensing Match System (SLMS) program (Family Code section 17520) and the state tax delinquency program (Business and Professions Code section 494.5).

Any application received after the date of this correspondence that does not include either a SSN or an ITIN will not be processed and will be returned as incomplete. Once the application is completed with a SSN or an ITIN, the application may be returned with the appropriate application fee and supporting materials to the Commission for processing.

Information on how to obtain a SSN or an ITIN may be found in the References section.

**Background:**

The SLMS program prevents a parent who fails to pay court ordered child support from being issued an initial credential or renewing an existing credential without first paying, or making an agreement to pay, court ordered child support. Additionally, the program requires the

Commission to suspend any valid credentials held in the event a parent is delinquent with their child support payments.

A state licensing entity is required to refuse to issue, reinstate or renew a license if the applicant or licensee has outstanding tax obligations due to the Franchise Tax Board (FTB) or the State Board of Equalization (BOE) and appears on either the FTB or BOE's certified lists of top 500 tax delinquencies over \$100,000.

The Commission is required to collect a SSN or an ITIN to carry out its duties under these laws.

**Source:**

California Family Code section 17520

California Business and Professions Code section 494.5(d)

**References:**

Social Security Administration: [http://www.socialsecurity.gov/pubs/deferred\\_action.pdf](http://www.socialsecurity.gov/pubs/deferred_action.pdf)

Internal Revenue Services for an ITIN: [http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-\(TIN\)#itin](http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-(TIN)#itin)

**Contact Information:**

Questions on this topic may be directed to the Commission's Information Services Unit at (916) 322-4974 from 12:30 PM to 4:30 PM Monday through Friday or by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).