Certificate of Clearance

Not everyone can use this Online Direct Application Process:

If you are not currently located in California and will be submitting fingerprint cards rather than the Live Scan process, you may **not** use this direct web application process. You must apply with a paper application. See [credential leaflet CL-900](#) for more information about the paper application process.

Requirements checklist for the Certificate of Clearance:

- Complete and print 3 copies of **form 41-LS**;
- Take the copies of form 41-LS to a **Live Scan station** to have your fingerprints taken. Your fingerprints will be electronically forwarded to the Commission. Keep two copies of form 41-LS for your records;
- Complete the direct web application for the Certificate of Clearance and pay the nonrefundable application fee by credit card; and
- Submit applicable documentation as required for the Professional Fitness Questions. Documentation should be mailed to:

  Commission on Teacher Credentialing  
  Attn: Online Direct Applications  
  1900 Capitol Avenue  
  Sacramento, CA 95811-4213

**NOTE:** This checklist is for your reference only. After having your fingerprints taken at a **Live Scan site**, you do not need to mail supporting materials to the Commission unless you are submitting information as required for the Personal and Professional Fitness questions. **The Personal and Professional Fitness questions will be answered as part of the Direct Web Application Process.**

Authorization

The Certificate of Clearance is verification that you have completed the Commission’s fingerprint process as well as the character and identification processes. Individuals must obtain a Certificate of Clearance or hold a certificate or permit issued by the Commission which required fingerprinting clearance before beginning student teaching.