



## Fingerprint Information

**Note:** Applicants without current fingerprint clearance using the Direct Web Application Process must obtain fingerprint clearance using Live Scan. If you are not currently located in California and must submit fingerprint cards, you may **not** use the Direct Web Application Process. You must use a paper application ([Form 41-4](#)) as well as fingerprint cards. For more information about the paper application process, see the Commission's website at <http://www.ctc.ca.gov/credentials/requirements.html>.

### **Online Direct Web Application Process**

Fingerprint clearance is required from every applicant for any credential, permit, or certificate, **unless** fingerprint clearance is already on file at the Commission. Fingerprint clearance for your employment or from another state does not satisfy this requirement.

*First-time applicants for a California credential, certificate, or permit:*

- Submit [form 41-LS](#) verifying that you have had your fingerprints taken electronically via the Live Scan process. A current listing of Live Scan sites offering electronic fingerprint services is on the California Attorney General's [website](#).  
(Full web address: <http://ag.ca.gov/fingerprints/publications/contact.php>)
- Print and take three copies of the form to a Live Scan site. Your fingerprints will be electronically forwarded to the Commission. Keep one copy of [form 41-LS](#) for your records.

*All other applicants:*

If you currently hold a valid California credential, permit, or certificate, you have met the fingerprint requirement and do not need to repeat the Live Scan process. Indicate such fulfillment on the requirements checklist.