



State of California  
Commission on Teacher Credentialing  
1900 Capitol Avenue  
Sacramento, CA 95811-4213  
Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## FINGERPRINT CLEARANCE INFORMATION

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The California Education Code §44340 & 44341 require that all individuals who seek to obtain California credentials, certificates, permits, and waivers issued by the California Commission on Teacher Credentialing receive fingerprint clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) through the Commission. Please Note:

- Individuals who have received fingerprint clearance through other agencies, employers, other states or government agencies are not exempt from this process.
- Fingerprint history is not reviewed by the Commission, unless an application and the appropriate fees are received from the applicant.

### **CALIFORNIA RESIDENTS**

California residents must use the Live Scan fingerprint process when applying for a document and/or permit issued by the Commission. First time applicants must submit verification that fingerprints were completed by providing a copy of the [form 41-LS](#) with their Commission application as proof of service. If completing an application online submit your proof of Live Scan service via email at [Fingerprints@ctc.ca.gov](mailto:Fingerprints@ctc.ca.gov). Your fingerprint results will be forwarded electronically to the Commission by DOJ. A current listing of sites offering Live Scan electronic fingerprint services is available on the [California Attorney General website](#).

### **Before You Fingerprint – Avoiding Errors**

Fingerprint Errors can be caused by the applicant or the fingerprint operator and will delay the issuance of a credential or document that you seek from the Commission. To help reduce errors, the Commission recommends the following:

- Complete the required fields on your form (*see instructions*)
- Type your form or print legibly
- Use your legal name at all times
- Your name on your form must match your name on your application.
- California residents - ensure your SSN and other personal information is correct on your form

### **Resubmission**

- If you are required to resubmit, please follow any directions provided by the Commission and input the following information on your 41-LS form as directed:
  - Your SSN or OCA
  - Your original ATI number
  - Level of Service (DOJ/FBI/both)
- Again, ensure that the Live Scan technician has entered your information into the system correctly



DOJ and FBI for processing before your application is evaluated for academic eligibility. Once your application is evaluated, you will receive a letter verifying your academic eligibility. When the Commission receives clearance from both DOJ and FBI, your document will be issued and posted online. Fingerprint card processing generally takes 6 – 8 weeks.

**On your fingerprint cards, please complete the areas that are marked with an “X” on the sample below. Incomplete fingerprint cards will be returned to the applicant causing a delay in the processing of the application and issuance of the credential.**

**Sample: FINGERPRINT Hard Card (FD-258)**

<b>APPLICANT</b>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK			LEAVE BLANK		
		LAST NAME	FIRST NAME	MIDDLE NAME					
		X	X	X					
SIGNATURE OF PERSON FINGERPRINTED		ALIASES	OR I						
X		X AKA	CA0349400						
RESIDENCE OF PERSON FINGERPRINTED		CA DOJ-BUR OF IDENT					DATE OF BIRTH		
X		SACRAMENTO, CA					DOB		
		CITIZENSHIP		SEX	RACE	HT	WT	HAIR	PLACE OF BIRTH
		C12		X	X	X	X	X	POB
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		LEAVE BLANK						
X	X								
EMPLOYER AND ADDRESS		YOUR NO.		CLASS _____					
COMM on Teacher Credentialing		OCA							
1900 Capitol Avenue		EB		REF _____					
Sacramento, CA 95811-4213		ARMED FORCES NO.							
REASON FINGERPRINTED		SOCIAL SECURITY NO.							
ORI#A0281		SOC							
LICENSE or PERMIT		X							
TEACHER CREDENTIAL 44340 EC		MISCELLANEOUS NO.							
		MNU							

1. Prints must be rolled from nail to nail and the ridges should be sharp and distinct.
2. Cards must carry the complete physical description of the applicant, including color of eyes and hair, height, weight, date of birth, and signature in ink. Abbreviations for hair and eye color may be used; please use BLK (black), BLND (blonde), BL (blue), BRN (brown), GRN (green), GRY (gray), and HZL (hazel). Since the cards cannot be properly indexed by the Department of Justice or the FBI without this information, incomplete cards will be returned to the applicant. Your SSN is required in order for the Commission to match your fingerprint transaction with your Educator Profile. If you have an Individual Taxpayer Identification Number (ITIN) instead of a SSN, place your ITIN in the Your No. OCA field. See above example.
3. If you are missing a digit or have a skin irritation or deformity of the hands and/or fingers which prevents the taking of clear fingerprints, submit a statement explaining the situation from the person taking the prints in the case of missing digits or a deformity) or from a doctor (in the case of a skin irritation). Attach the statement to your fingerprint cards at the time you submit them. You may be required to submit several fingerprint cards until the Department of Justice or FBI is able to piece together a classifiable set of prints.

**Please review** this helpful information to aid in the successful processing of hard copy fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

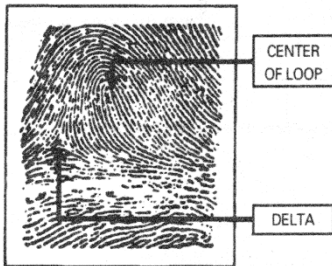
- **Ensure all information is typed or legibly printed using blue or black ink.**

- Enter data within the boundaries of the designated field or block. Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)
- The required fields for hard copy fingerprint cards are listed
- Do not use highlighters on fingerprint cards.
- Do not enter data or labels within 'Leave Blank' areas.
- Ensure notations are made for any missing fingerprint impression (i.e. amputation).
- Ensure no stray marks are within the fingerprint impression blocks.

**FBI INFORMATION**

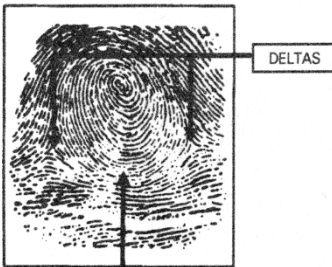
**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D.C. 20537  
APPLICANT**

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

\*UFB-268 (REV. 10-29-88) 800-2-02321  
FD-258 (REV. 5-11-99)  
U.S. G.P.O. 1999 454-801/00017

**TO OBTAIN CLASSIFIABLE FINGERPRINTS:**

1. USE BLACK PRINTER'S INK.
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
6. NOTATE IN THE APPROPRIATE FINGER BLOCKS IF APPLICANT IS MISSING ONE OR MORE FINGERS FOR ANY REASON. IF NOT MISSING, ALL TEN IMPRESSIONS MUST BE PROVIDED WITH SCARS AND DEFORMITIES NOTATED.

**THIS CARD FOR USE BY:**

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.\*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.\*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.\*\*
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

**INSTRUCTIONS:**

1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
2. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
3. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE. MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. [FP], ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).