



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

---

Fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required from every applicant prior to the Commission's issuance of any credential, permit, or certificate.

### **CALIFORNIA RESIDENTS**

**First time applicants** for a credential, permit, or any other document issued by the Commission must submit verification that your fingerprints were taken electronically using [form 41-LS](#), "Request for Live Scan Service – Applicant Submission."

One copy of the form will be required for the Live Scan; keep one copy for your personal records and provide a copy with your Commission application as proof of service. If completing an application online you may 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's website <http://ag.ca.gov/fingerprints/publications/contact.php>.

### **BEFORE YOU FINGERPRINT (LIVE SCAN):**

Fingerprint errors can be caused by you 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 Live Scan (LS) form
- If possible, type your form or print legibly
- Use your legal name
- Ensure your SSN and other personal information is input correctly on your LS form
- If you are reprinting, please follow any directions provided by the Commission
  - Your SSN or OCA
  - Your original ATI number
  - Level of Service (DOJ/FBI/both)
- Ensure that the technician has entered your information into the system correctly

### **INVALIDATED FINGERPRINTS:**

The Commission will invalidate fingerprint results if any information received is incorrect (i.e. Transposed SSN; name misspelled, or for missing data, etc.).

Fingerprint results are also invalidated if the Commission does not receive an application and fees within 18 months of being fingerprinted and/or when an individual's credential, certificate, permit, waiver or any document issued by the Commission has expired for eighteen (18) months or longer. If fingerprint results are invalidated, the applicant must be re-fingerprinted before a new document is issued by the Commission. Please see [Coded Correspondence 12-10](#) for additional information.

## FINGERPRINT DELAYS (DOJ)

Questions or status inquiries regarding fingerprint delays cannot be responded to by the Commission, as there is no pertinent information that can be provided until the review by DOJ is complete. Delayed fingerprint results are considered in process; as such, no further information is available until information is received from DOJ. The DOJ's Integrated Voice Response System (IVRS) is available for applicants to determine the status of their background check. The IVRS telephone number is 916-227-2300.

## LIVE SCAN FORM INFORMATION:

[Live Scan form instructions](#) detail how to complete form 41-LS, some of which is noted below.

Information located in Sections 1 & 2 is prefilled on Form 41-LS. If it does not populate when downloaded, please ensure that the information provided below is included prior to submission. This information must appear exactly as shown for acceptance by the DOJ and FBI.

Sample: 41-LS

### REQUEST FOR LIVE SCAN SERVICE

FORM 41-LS Rev. 04/15

Print

Clear Form

#### *Applicant Submission*

ORI: <b>A0281</b>		Type of Application: <b>License/Certification/Permit</b>		Section 1
Code assigned by DOJ				
Job Title or Type of License, Certification or Permit: <b>TEACHER CRED 44340 EC</b>				
Agency Address Set Contributing Agency:				Section 2
<b>CASM TEACHER CREDENTIALING</b>		<b>03294</b>		
Agency authorized to receive criminal history information		Mail Code (five-digit code assigned by DOJ)		
<b>1900 Capitol Avenue</b>		Contact Name (Mandatory for all school submissions)		
Street No.	Street or PO Box			
<b>Sacramento</b>	<b>CA</b>	<b>95811-4213</b>	Contact Telephone No.	
City	State	Zip Code		

## DUAL FORM REPORTING:

A limited number of County Office of Education and school districts offer dual Live Scan fingerprint services. The dual process allows fingerprint information to be forwarded to both the state and county agencies for both licensing and employment purposes. You may wish to contact the county office where you will be seeking employment to see if they offer dual Live Scan services and/or whether they prefer that applicants apply through their office.

## OUT-OF-STATE/OUT-OF-COUNTRY RESIDENTS:

Fingerprint cards may be ordered from the Commission by sending an email including a physical mailing address to [OutOfStateFPs@ctc.ca.gov](mailto:OutOfStateFPs@ctc.ca.gov) In the subject line of the email, write 'Fingerprint Cards.' The DOJ will only accept fingerprint cards (FD-258) for teachers whose **home address is outside of California**. Individuals that move to California before submitting an application with fingerprint cards must use the Live Scan process for fingerprinting. Applicants using fingerprint cards must apply with a paper application ([Form 41-4](#)) and attach the cards and [fingerprint processing fee](#) to the application. Again, the DOJ will *not* accept the submission of fingerprint cards from California residents.

California Penal Code Section 11102.1 precludes the DOJ from accepting applicant fingerprints unless the impressions were rolled by a certified fingerprint roller or by an individual who is specifically exempt from the certification requirement. Individuals residing outside of California applying for employment or certification in California who cannot be fingerprinted in California must have their fingerprints rolled at a law enforcement agency in their state or country of residence. If reprints are required, they must be taken by a different individual than the one who originally took the prints.

Fingerprint cards cannot be folded or have anything stapled or glued to them. The Commission cannot accept red and white or black and white fingerprint identification cards, photocopies of fingerprint cards, or fingerprints rolled in ink in any color other than black. Submission of incomplete or unacceptable fingerprint cards will result in a delay in processing your application for a credential, permit, or certificate. Fingerprint cards may not be submitted separately from an application and processing fee for a credential, permit or certificate. When submitting an application with fingerprint cards attached, the cards will be forwarded to the 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)**

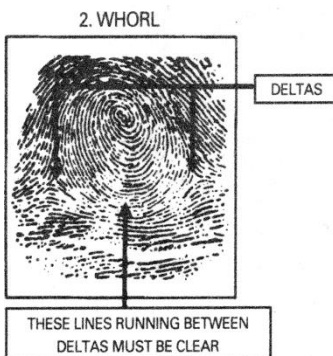
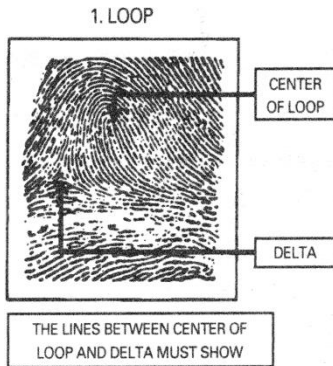
<b>APPLICANT</b>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				LEAVE BLANK	
		LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME					
		X	X	X					
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>	O R I	CA0349400					
X		X		CA DOJ-BUR OF IDENT		DATE OF BIRTH <u>DOB</u>			
RESIDENCE OF PERSON FINGERPRINTED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

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.

- 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.

## FBI INFORMATION

### FEDERAL BUREAU OF INVESTIGATION APPLICANT



#### TO OBTAIN CLASSIFIABLE FINGERPRINTS:

- USE BLACK PRINTER'S INK.
- DISTRIBUTE INK EVENLY ON INKING SLAB.
- WASH AND DRY FINGERS THOROUGHLY.
- ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
- BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
- 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.
- IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED.
- EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE).

#### THIS CARD FOR USE BY:

- LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.\*
- 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 STATUES DO NOT SATISFY THIS REQUIREMENT.\*
- U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.\*\*
- OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

LEAVE THIS SPACE BLANK

#### INSTRUCTIONS:

- PRINTS MUST BE FIRST 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.
- PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.
- 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.
- 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), POST SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS), VETERANS' ADMINISTRATION NO. (VA).

\*U.S. GPO: 2001 483-800/2-02321  
FD-258 (REV. 5-11-99)