

HOW TO OBTAIN A CERTIFICATE OF CLEARANCE

Before applying for your Certificate of Clearance you must have your fingerprints processed with the Department of Justice and the FBI.

Live Scan – Electronic Fingerprinting Process

Go to <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>.

- Complete Section 3 of the REQUEST FOR LIVE SCAN SERVICE form
- Print three (3) copies
- Submit copies along with a fee to:
Live Scan Fresno
1754 E. Bullard #105
Fresno, CA 93710
[\(559\)476-6853](tel:(559)476-6853)
www.livescanfresno.com
- Your fingerprints will be submitted to the Department of Justice and the FBI.
- The LiveScan operator will give you a receipt. - *keep this for your records*

Commission on Teacher Credentialing

Once you have had your fingerprints processed you may now apply for your Certificate of Clearance*

- Go to: www.ctc.ca.gov/
- Under CREDENTIALING INFORMATION click on APPLY FOR NEW DOCUMENT
- Click on SUBMIT AN ONLINE APPLICATION
- This brings you to SUBMIT YOUR APPLICATION ONLINE. Before clicking it is highly recommended that you review the instruction video as the application process can be complicated. You may also print the instructions at <http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>
- Electronically pay the \$52.50 fee
- Print the receipt for your records.

Your clearance may take several weeks to process. Once processed, you may look up your Certificate of Clearance by following these directions:

- Go to www.ctc.ca.gov/ and select ‘SEARCH FOR AN EDUCATOR’
- Select “SECURED SEARCH” and input your SSN and DOB
- Click on the hyperlink for the Certificate of Clearance
- Print a copy and submit with your application to the credential program.