OBTAINING A CERTIFICATE OF CLEARANCE

Allow a minimum of 8-10 weeks for CTC to process your application

STEP 1: Live Scan – Electronic Fingerprinting Process

Before applying for your *Certificate of Clearance* with the Commission on Teacher Credentialing [CTC], you must have your fingerprints processed with the Department of Justice, FBI as well as state and local police departments.

1. Go to http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf to access the REQUEST FOR LIVE SCAN SERVICE form.

   a. **Complete Section 3** of the REQUEST FOR LIVE SCAN SERVICE form and **print three (3) copies of the form.**

2. Make an appointment with any LiveScan Office. Information, office locations and fees can be viewed at www.livescanfresno.com or by calling (559) 476-6853.

3. Take the three printed copies of the REQUEST FOR LIVE SCAN SERVICE form and the LiveScan fee with you to your appointment.

   a. The LiveScan operator will give you a receipt. Keep this for your records.

STEP 2: Apply for the Certificate of Clearance [within 1 week after the LiveScan appointment]

Once you have had your fingerprints taken electronically at LiveScan, you will apply for your *Certificate of Clearance* with the Commission on Teacher Credentialing [CTC] within 1 week after the LiveScan appointment.

1. Go to https://www.ctc.ca.gov/

2. Click on **CREDENTIAL INFORMATION** tab.

3. Click on **APPLY FOR NEW DOCUMENT** link.

4. Scroll down to and click on **SUBMIT AN ONLINE APPLICATION.**

   a. It is highly recommended that you watch the video and read all directions carefully before starting the complicated online application process.

   b. Or, you may view printed directions at https://www.ctc.ca.gov/docs/default-source/leaflets/cl900.pdf?sfvrsn=2

5. **Complete the online application process and submit the CTC transaction fee of $52.50**.

   a. The CTC will notify you by email when your *Certificate of Clearance* has been cleared [it may take 8 weeks or more].

6. **Print a copy** of the cleared *Certificate of Clearance* to include in your application packet.