HOW TO OBTAIN A CERTIFICATE OF CLEARANCE

STEP 1: Fingerprint Scan
- Go to: [www.ctc.ca.gov](http://www.ctc.ca.gov)
- Under the “CA EDUCATORS” tab located at the top of the page:
  - Select Application, Forms, Leaflets, and Manuals
  - Select Application and Forms
  - Select Request for Live Scan Service 41-LS form and print a copy to take to your LiveScan appointment.
- To process the LiveScan request:
  A. Locate and go to a Live Scan location. Be sure to bring:
     1. A picture identification
     2. Live Scan Service 41-LS form
     3. The following fees:
        - $51.00 DOJ/FBI fee (certification)
        - $15.00 processing/rolling fee
        - $66.00 Total
   
   Fees usually can be paid in Cash or Credit Card.
   Your fingerprints will be submitted electronically to Department of Justice/F.B.I.
   You will receive a copy of the Request for Live Scan (form 41-LS). This copy is for your records.
  B. Now you are ready to proceed to Step 2. It is imperative you complete STEP 2, otherwise you will not receive Fingerprint Clearance from the Teaching Commission.

STEP 2: Direct Application
- Go to: [www.ctc.ca.gov](http://www.ctc.ca.gov)
- Click on the green box “Look Up a Teacher”
- Click on “Public Look-up” or “Private Look-Up”
- On the left column, click on Direct Application (Non-Recommendation Only) and complete all fields. Click “Submit” and pay the $29.50 transaction fee (which will become a credit to your account and applied towards your first credential)
- Your clearance will take approximately 2 weeks to process. You may be receiving unofficial notification of clearance via e-mail (if e-mail address is correct). Once you have been cleared, follow “Look up a Certificate of Clearance” directions listed below.

Look Up a Certificate of Clearance
- Go to: [www.ctc.ca.gov](http://www.ctc.ca.gov)
- Click on “Look Up a Teacher”
- You can look up a certificate of clearance by first and last name -OR- by SSN and DOB
  - First and Last name
    - Left Column (Option 1): Public Look-Up
    - Enter Last name and First name: Select Search
  - SSN/DOB
    - Left Column (Option 2): Private Look-Up
    - Enter SSN and DOB: Select Search
  - All the credentials, permits, and/or clearances that have cleared will be listed
  - Select the Certificate of Clearance: PRINT a copy of the “Details of Selected Credential” box bring a copy to Arlene Waggoner.