

UCSC Certificate of Clearance Instructions

The State of California requires that all teachers, counselors and administrators working with students in public schools have a Certificate of Clearance. PLEASE NOTE: If you already have a Certificate of Clearance issued through the Commission on Teacher Credentialing (CTC), or a valid California teaching or service credential (including emergency permits) which require fingerprint clearance, you are not required to be cleared again. Fingerprint clearances obtained through other organizations or agencies (e.g. school districts, private schools, group homes, or child care centers) are NOT accepted by the CTC.

1. Print three copies of [Live Scan 41-LS form](#) [PDF]. Go to Santa Cruz Livescan to be fingerprinted. Bring your Livescan forms filled out completely and a form of government issued identification. Give one of three forms to the Livescan worker to submit to the Commission on Teacher Credentialing. Pay the \$79 fee. Keep all original receipts.
Address: 877 Cedar Street,
Suite 150 Santa Cruz, CA 95060
Office Hours: Monday-Friday, 9am-6pm
Office Phone: 831.621.5041
2. Take a photo of one of your remaining 2 copies of your official fingerprinting form. Front and back (include the official stamp). Convert to PDF file. Save as "LastnameFirstnameForm 41-LS".
3. Go to Commission on Teacher Credentialing Website [here](#).
 - a. Follow the directions [here](#).
 - b. Pay the \$52.50 fee.
4. You will receive an email stating that "The Commission has received your application, but has not received your fingerprint results."
5. Email fingerprints@ctc.ca.gov. Say: "Hi, Attached is my Form 41-LS receipt for fingerprinting. I have not included my social security number over email. I have 2 copies of this form for my own reference. Another copy I gave to the fingerprinting agency that includes my

social security number, please reference this copy for my social security number if needed! If you need to reach me please do so at *(include your phone number)*.” Attach the PDF file from step 2 to this email.

6. You will receive an email from the Commission on Teacher Credentialing saying “Congratulations, on the issuance of your Certificate of Clearance. The following is important information specific to the issuance of your certificate...”

For more information visit the [fingerprinting page](#) on the Commission on Teacher Credentialing Website and the [Commission on Teacher Credentialing application instructions](#).