

State of California
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213
Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

Out-of-State/Out-of-Country 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.

1. Applicants whose residence is outside California and who cannot be fingerprinted in California must submit the following:

- a. A completed [application \(form 41-4\)](#) [Attached].
- b. Application processing fee of \$50.00
- c. Two completed fingerprint cards (FD-258). Attach these to the application form in lieu of a Live Scan receipt. There is an additional \$49.00 fee to process fingerprint cards, in addition to the application processing fee of \$50.00. To order fingerprint cards, send a request via email to OutOfStateFPs@ctc.ca.gov providing your name and address along with “fingerprint cards” noted in the subject line.

2. If your residence is outside of California but you are able to complete the Live Scan process in California, then you may follow the same steps noted for a California resident using the [online application process](#).

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 favorably 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 one month.

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.

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

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. It is also helpful that the applicant complete the box for the social security number. (See sample on page 1.)
3. 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.