

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

Non-Resident (Out-of-State/Country)

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. Educators residing outside California may order fingerprint cards from the Commission by submitting contact information through the CTC Fingerprint Card Request portal
<https://educatortools.ctc.ca.gov/FingerprintCardRequest/Create>

Sample: FINGERPRINT Hard Card (FD-258)

APPLICANT		LEAVE BLANK						LEAVE BLANK					
SIGNATURE OF PERSON FINGERPRINTED <input checked="" type="checkbox"/>		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME <u> </u> MIDDLE NAME <u> </u> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						LEAVE BLANK					
RESIDENCE OF PERSON FINGERPRINTED <input checked="" type="checkbox"/>		ALIASES <u>AKA</u> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						CA DOJ-BUR OF IDENT SACRAMENTO, CA					
DATE <input checked="" type="checkbox"/> SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		CITIZENSHIP <u>CTZ</u> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						DATE OF BIRTH <u>DOB</u> MONTH <input checked="" type="checkbox"/> <input type="checkbox"/> DAY <input checked="" type="checkbox"/> <input type="checkbox"/> YEAR <input checked="" type="checkbox"/> <input type="checkbox"/>					
EMPLOYER AND ADDRESS <input checked="" type="checkbox"/> May Lee State Office Complex Commission on Teacher Credentialing 651 Bannon Street, Suite 600 Sacramento, CA 95811		PLACE OF BIRTH <u>POB</u> <input checked="" type="checkbox"/> <input type="checkbox"/>						LEAVE BLANK					
REASON FINGERPRINTED <input checked="" type="checkbox"/> ORI#AO281 <input type="checkbox"/> LICENSE or PERMIT <input type="checkbox"/> TEACHER CREDENTIAL 44340 EC		SOCIAL SECURITY NO. <u>SSN</u> <input checked="" type="checkbox"/>						CLASS _____ REF: _____					
		MISCELLANEOUS NO. <u>MNU</u>											

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 your application, attach the fingerprint cards which will be forwarded to the DOJ for processing. When the Commission receives responses from both DOJ and FBI, the processing of your application will resume. Fingerprint card processing may take 6 – 8 weeks.

On your fingerprint cards, please complete the areas that are marked with an “X” on the sample below. Incomplete fingerprint cards will be rejected and destroyed causing a delay in the processing. New cards will be required.

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. Your SSN is required for the Commission to match your fingerprint transaction with your Educator Profile.

If you have an Individual Taxpayer Identification Number (ITIN) instead of a SSN, place your ITIN in the Your No. OCA field.

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.

Please review this helpful information to aid in the successful processing of hard copy fingerprint submissions, which may prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

- Ensure all information is typed or legibly printed using blue or black ink.
- Enter data within the boundaries of the designated field or block. Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)
- The required fields for hard copy fingerprint cards are listed
- Do not use highlighters on fingerprint cards.
- Do not enter data or labels within 'Leave Blank' areas.
- Ensure notations are made for any missing fingerprint impression (i.e., amputation).
- Ensure no stray marks are within the fingerprint impression blocks