

How To Obtain a Certificate of Clearance

Part 1

1. Pickup or download a Request For Live Scan Service Form
 - Pickup in PALS office *or*
 - Download: visit <https://www.ctc.ca.gov/credentials/leaflets>
 - Select *Live Scan Service Request Form* ; Download and Print
2. Fill out *Applicant Information Section*
3. Take form to any certified fingerprinting location; cost will vary from location to location
 - CSUSB Police Department does fingerprinting located at UP-101
 - Appointments are required by the CSUSB police department: (909) 537-3552
 - Cost varies: Department of Justice fee(s) plus an additional \$20 admin/roll fee
 - You will need Government Issued ID at time of appointment
 - Live Scan is processed electronically; generally, takes 48-72 hours to show up in the system

Part 2

1. Create an Educator Account on CTC website if you do not already have an account
 - Visit <https://www.ctc.ca.gov/> select blue *Educator Login* button to create account
 - A personal email address is suggested for setting up your CTC account
 - A valid Social Security Number (SSN) or Individual Tax Identification Number (ITIN) will be required to obtain a Certificate of Clearance
2. Login and verify personal information
3. Apply for the Certificate of Clearance
 - Select *Create New* under *Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate*
 - Complete series of questions and enter required information. Select *Complete Submission* and pay a transaction fee of \$52.65
4. Check fingerprint status
5. If fingerprint status box says “Complete: No Action Required” certificate of clearance is complete and ready to be printed
 - If fingerprint status box says “pending” please wait up to 3 weeks for this process to be completed
 - If after 3 weeks your fingerprints are not verified, please contact the CTC directly via email or by phone (information located on CTC website)
6. The completed Certificate of Clearance will be located on the Educator Profile screen (toward the center of the screen highlighted in yellow)
 - Click on the document number to access the document
 - You will then be directed to the document page; your name, document number, and expiration date will appear; select *email document* button to email yourself the document
 - Print PDF from your personal email