



Department of Special Education

## Fingerprinting/Certificate of Clearance

1. Make an appointment for live scan service at the SJSU Police Department by calling (408) 924-2172.
2. Print form 41-LSand\* and take with you to live scan appointment.
3. After live scan is done please complete the online application to the CTC.
4. Immediately following the successful submission of the online application, an email will be sent containing a confirmation number and a link to the Tracking Payment web page.

Certificates of Clearance issued on or after February 28, 2005 are valid for five years. Individuals may view the status of their Certificate of Clearance application at the CTC website.

An email will be sent informing the individual that the document has been granted and can be viewed in 48 hours on the Look Up and Status page.

If you have further questions, please contact the Commission at 1-888-921-2682 between 1:00 – 4:45pm on weekdays or by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)

\*41-LSand can be found at <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>