



Private LiveScan Agencies

HOW TO APPLY FOR A CERTIFICATE OF CLEARANCE **IN TWO EASY STEPS**

You must obtain a Certificate of Clearance in order to be accepted to a COE Teacher Preparation Program

FIRST STEP:

- Go to www.ctc.ca.gov
 - Click on the link: **Applications, Forms, Leaflets, Manuals**
 - Then click on the link: **Applications and Forms**
 - Under Applications and Forms, click on the link **Request for LiveScan Service-41-LS**
 - Download three (3) LiveScan forms and take them to one of the agencies listed on the back.

****All hours are subject to change. Please contact the fingerprinting agency for current hours, fee and payment information BEFORE attempting to complete the process**

SECOND STEP:

- Go To: www.ctc.ca.gov
- Click on “**Look Up A Credential**”
- On the next page click on “**Direct Application**”, fill out all fields and submit online.

****BOTH STEPS MUST BE COMPLETED TO PROCESS YOUR
CERTIFICATE OF CLEARANCE****

Please keep copies of all paperwork submitted for your personal records.

LiveScan Locations

www.ag.ca.gov/fingerprints/publications/contact.htm

San Diego County

San Diego Unified School District
4100 Normal Street
San Diego, CA 92103

Oceanside Police Department
3855 Mission Avenue
Oceanside, CA 92045

San Diego County of Education
6401 Linda Vista Road
San Diego, Ca. 92111

AAA Live Scan of Escondido
431 West Grand Ave., Suite 201
Escondido, Ca. 92025

AAA Live Scan of Carlsbad
800 Grand Ave. Suite C-9
Carlsbad, Ca. 92008

Coastal I.D. Services
1207 Carlsbad Village Drive, Suite Y
Carlsbad, CA 92008
Toll-Free: (866) 592-5927
www.coastalidservices.com

Livescan San Diego
450 Fletcher Parkway, Ste. 207
El Cajon, CA 92020-2520

Escondido Police Department
700 West Grand Avenue
Escondido, CA 92025

Orange County

Orange County Office of Education
200 Kalmus Dr.
Costa Mesa, CA 92628

Riverside County

Riverside County Office of Education – Murrieta
24980 Las Brisas Rd.
Murrieta, CA 92562



(619) 725-7015
Hours: Walk-ins 8:30 a.m. – 1:00 p.m. M–F
Appointments 2:00 p.m. – 4:00 p.m. M-F

(760) 435-4900
Hours: 8 a.m. – 4:30 p.m. Monday – Friday
By appointment only

858/292-3581
By appointment only

760/ 480-6900
Walk-Ins; M-F 9-5
Saturdays by Appointment

760/434-3533

Monday -Friday 9:00AM – 6:00PM (Walk-in)
Saturday: 10:00 – 2:00 (Appt. Only)

(619) 631-7535
Hours: 10 a.m. – 6 p.m. Monday - Friday
Tuesday - Thursday 6 p.m. – 9 p.m. by appt.
Saturday & Sunday by appointment

(760) 839-4766
Hours: 9 a.m. – 3:30 p.m. Monday - Friday
By appointment only

(714) 966-4306
Hours: 8 a.m. – 4:30 p.m.
By appointment only

(951) 600-5623 By appointment only
Hours: 8 a.m. – 4:15 p.m. Monday - Friday

