

## CH ONLY 3 forms

Please read through this important information.

- Please have a Request for Live Scan form, and all other necessary forms, completed before your arrival.
- You must have a valid form of government identification to be fingerprinted. It can be a CA driver license, CA identification card, or passport. No student ID card will be accepted.
- We currently are taking credit card or cash as form of payment for Live Scan services.
- We ask that you arrive on time for your scheduled appointment. Please let us know if you are running late as we may have to reschedule the appointment for another day.
- When you arrive, Press the "Credentials" button on the intercom and we will let you in.
- Please look at our website for more information <https://ocde.us/Credentials/Pages/default.aspx>
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The Credentials/Live Scan Unit is located at 3001 Redhill Avenue, Building 4, Suite 109  
Costa Mesa CA 92626

Additional paperwork may be needed once a technician determines your credentialing situation.

### **Clearing House Consortium Forms:**

- Fingerprint form - OCDE Clearing House Consortium for day-to-day substitute teaching (please complete the fillable form, then **print one copy**). [OCDE CH Only Fingerprinting Form](#)
- Clearing House Consortium form - Proof you are cleared by OCDE to be a day to day substitute teacher in any Orange County public school district (please complete the fillable form, then **print one copy**). [OCDE CH Clearance Form](#)
- Fingerprint Clearance Notice (please complete the fillable form, then **print one copy**). [FP Clearance Notice](#)

We look forward to seeing you. Please call (714) 966-4306 if you have any questions.