

## Dual FP ONLY 4 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>

The Credentials/Live Scan Unit is located at 3001 Redhill Avenue, Building 4, Suite 109,  
Costa Mesa CA 92626

We have also attached some necessary forms to be filled out prior to your arrival. Additional paperwork may be needed once a technician has determined your credentialing situation.

### **CTC and Clearing House Fingerprinting Only:**

- Fingerprinting for the Commission on Teacher Credentials only (complete fillable form, **then print a copy**). [CTC Fingerprinting Form](#)
- Fingerprinting Clearing House (CH) Consortium (complete fillable form, **then print a copy**) [OCDE CH Only Fingerprinting Form](#)
- Fingerprint Clearance Notice (please complete the fillable form, **then print a copy**). [FP Clearance Notice](#)
- Clearing House Consortium Form-Proof you are cleared by OCDE to be a day to day substitute teacher. (**print one copy**) [OCDE CH Clearance Form](#)

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

Thank you.

Credentials/Live Scan Unit