

## Out-of-Country

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 driver's 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.
- 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

There are some necessary forms to be filled out prior to your arrival. After you make an appointment, they will be sent to you. Additional paperwork may be needed once a technician has determined your credentialing situation.

### **Paper Applications – Out-Of-Country**

- Fingerprint form - Commission on Teacher Credentialing (CTC) (please complete the fillable form, then print two copies). There is no need to fill out this form if you currently hold a Certificate of Clearance from CTC for student teaching.
- CTC Application (41-4 form)  
<https://educatortools.ctc.ca.gov/LegacyApplication/Create> Once all required fields are completed, a PDF of the 41-4 web form can be generated, printed and signed. Please print a copy and bring it to your appointment at OCDE
- [Foreign transcript evaluation](#) (see Commission leaflet [CL-635](#) entitled Foreign Transcript Evaluation for additional information).
- Proof of Bachelor Degree (BA/BS), Master (MA) by means of official foreign transcript evaluation also showing completion of a professional preparation program including student teaching, taken at a college or university.
- Issued or eligible for a comparable teaching credential earned in a country other than the United States. The credential does not have to be valid at the time of application. A photocopy of the credential is acceptable verification of this requirement.
- \$100.00 money order (application fee) payable to CTC or Commission on Teacher Credentialing

