

## BEST PRACTICES FOR LIVE SCAN FOR CTC PURPOSES

In order to expedite the CTC process, please read through each guideline below and check each box once completed. Failure to do so may cause delays and additional expense to this process. If you are unable to check each box, please reschedule your fingerprint appointment with the district who scheduled you.

### PRIOR TO YOUR FINGERPRINT APPOINTMENT

- Create your CTC profile. Go to [www.ctc.ca.gov](http://www.ctc.ca.gov) to create your CTC Profile with a User ID and Password. Save your login info as it will be helpful to you throughout your educational career. You'll have access to see when your fingerprints have cleared, when your documents have been issued and when they will expire  
**NOTE: You MUST use your Full legal name for your CTC profile. The name on your Photo ID must be the same as the name on your social security card**
- Already have a CTC profile? Verify the name on your CTC profile matches your photo ID *exactly*. BOTH PROFILE & ID MUST BE YOUR FULL LEGAL NAME
  - IF they do not match, you will need to do one of two things:
    - Change the name on your profile, or
    - Change the name on your photo ID, whichever is your legal name
- Complete the Live Scan Form, CTC Form 41-LS and bring with you to your appointment
- Pay for your CTC fingerprints. CTC fingerprints are \$70.00 and payable when fingerprinting takes place. **PLEASE NOTE: FCSS now accepts all credit cards and debit cards with the Visa | MasterCard logo.** Payment can be made at FCSS using the QR Code provided during your fingerprint appointment. Money Orders and Cashier's Checks are also accepted
- Additional fees are required to apply for CTC documents, please ask your district for details
- IF the name on your CTC profile was changed. Once confirmation is received from CTC that your profile has been corrected, you can reschedule your fingerprint appointment through your district

### FRESNO COUNTY SUPERINTENDENT OF SCHOOLS ADDRESS:

Located in the Fresno County Office of Education Building at

**1111 Van Ness Ave. Fresno, CA 93721**

*Downtown, on Van Ness Ave., between Fresno and Tulare streets*

**I have read the above and am prepared to be fingerprinted according to these guidelines.**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_