

Live Scan (Fingerprint) Fees

Fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required from every applicant for any credential, permit, or certificate. For privacy protection, fingerprints are not transferrable/shared between agencies.

Appointment Scheduling

Fingerprinting is by appointment only. Appointments are made online through the Kern County Superintendent of Schools Human Resources website: www.kern.org/hr; click on **Live Scan/Fingerprint Appointments**

Fees

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Commission on Teacher Credentialing (CTC) and County-Wide Substitute Teacher Employment Prints
\$49.00 DOJ/FBI fee (CTC)
\$32.00 DOJ fee (Employment)
\$15.00 Processing fee
\$96.00 Total |
| <input type="checkbox"/> | County-Wide Substitute Teacher Employment Prints
\$32.00 DOJ fee (Employment)
\$15.00 Processing fee
\$47.00 Total |
| <input type="checkbox"/> | Commission on Teacher Credentialing (CTC) Prints
\$49.00 DOJ/FBI fee (CTC)
\$15.00 Processing fee
\$64.00 Total |

Note: If fingerprints are dropped for any reason, a new fee will need to be paid.

Payment Method

- Credit/Debit Card only

Required Documents

- Request for Live Scan form(s) - (provided in your application packet or from the KCSOS Credentials Office)
- Valid government issued driver's license or identification card.

Process

1. Arrive to your appointment with the following: credit/debit card, valid driver's license/ID, Request for Live Scan form(s).
*(County-Wide Substitute Teacher applicants will also need the Information Necessary for Substitute Teaching form)
2. A receipt of payment and copy of the Live Scan Request Form(s) will be provided to you. It is important that you retain the copies for your records.
3. Fingerprints are scanned and submitted electronically to DOJ/FBI and results are provided to requesting agency.
4. County-Wide Substitute Teacher applicants will receive a fingerprint clearance form, mailed to their home, approximately 10 days after live scan appointment.