



SAN DIEGO COUNTY OFFICE OF EDUCATION

6401 LINDA VISTA ROAD, SAN DIEGO, CA 92111-7399 (858) 292-3581

LiveScan Fingerprinting Services

Make your appointment online at: <https://ims.sdcoe.net/livescan/loc.asp>

Check the appointment calendar for available times.

Walk in service available time permitting and if office is open.

Choose either location listed below.

San Diego County Office of Education
6401 Linda Vista Road, Building 1, Room 104
San Diego, CA 92111-7399
Monday through Friday, 8:00 a.m. – 3:00 p.m.

OR

North County Regional Education Center
255 Pico Avenue, Room 102
San Marcos, CA 92069
Monday through Friday, 8:00 a.m. – 3:00 p.m.
Closed for Lunch: Noon – 1:00 p.m.

For questions, see our website: <http://www.sdcoe.net/human-resources/credentials/Pages/default.aspx>
E-mail: sdcred@sdcoe.net Or Call SDCOE / Credentials: 858-292-3581

Applicants need to bring 2 copies of the correct form and fee for level of service required:

DUAL LiveScan Request Form **\$75.00**
-covers CTC and San Diego County clearinghouse
*-primarily used by **first time** California credential or permit applicants*
Examples: Sub Permits, Out-of-State Credential holders, Child Development Permits

Clearinghouse LiveScan Request Form (DOJ and FBI) **\$75.00**
-covers San Diego County only
-used for classified employees only
-primarily used for Walk-on Coaches or other classified Volunteers

Clearinghouse LiveScan Request Form (DOJ only) **\$58.00**
-covers San Diego County only
-primarily used for San Diego County public school employment
-used for classified or certificated employees

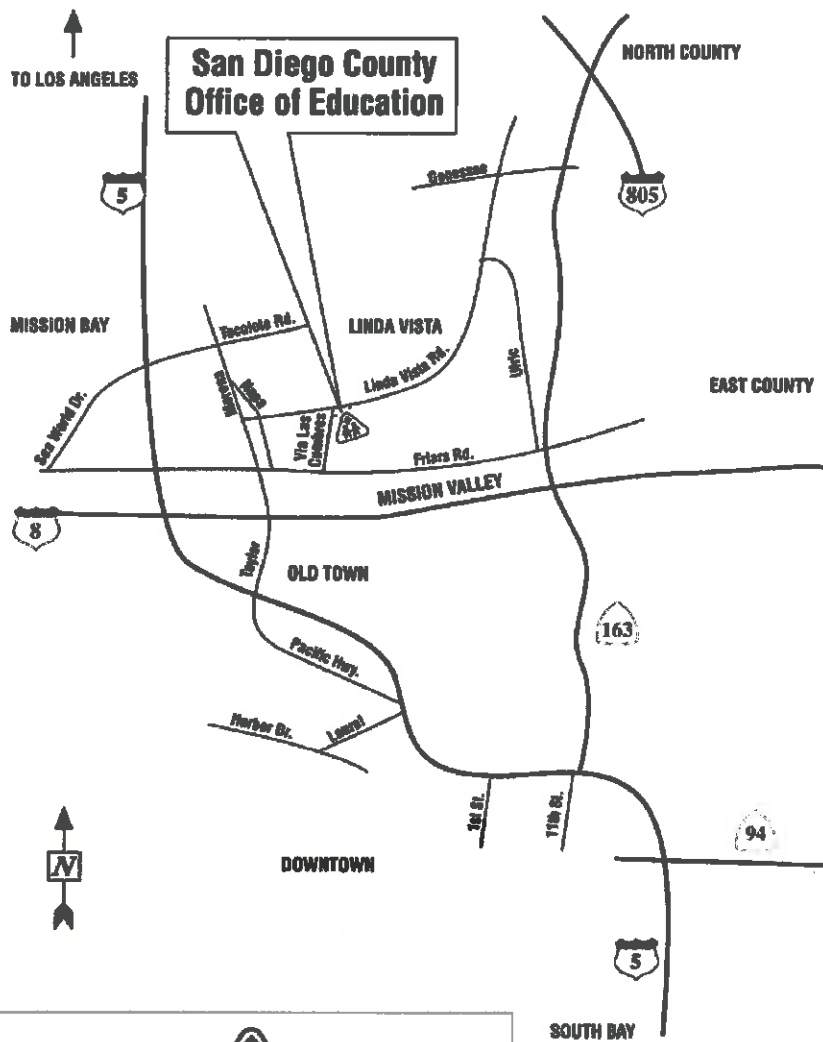
Other Types of LiveScan Services Check the fingerprint drop-down list or requesting district or agency for current fee.
-School District (select from drop-down menu when making appointment)
-Agency or Charter School (select from drop-down menu when making appointment)

Money Order only. Payable to: SDCOE.

If you have already submitted fingerprints through a CA university, or you hold a Certificate of Clearance, your fingerprint clearance should already be on file with CTC. You “**may**” only need County Clearinghouse.

Map on Reverse Side

Updated: 06/24/2015




SAN DIEGO COUNTY OFFICE OF EDUCATION
 6401 Linda Vista Road • San Diego, CA 92111-7388 • (619) 292-3600

Form 327 - Maintenance & Operations
 San Diego County Office of Education 10/98

