



Clearinghouse Results Lookup System for the Record Reviewer

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San Diego County Office of Education

Record Reviewer Process

1. Become an Approved Record Reviewer

- Submit “Record Reviewer Contact Form” signed by Administrator
- Submit signed DOJ “Employee Statement”

2. Get access to the online lookup

- For Record Reviewers without a current log-in for Service Now (Help tickets) – you will get an email from IT to set up your username and password
- For Record Reviewers with a current log-in for Service Now (Help tickets) – you will be able to access the new system immediately after we notify you that you are approved as a Record Reviewer

Contact Lillian Harvey lharvey@sdcoe.net to create or update your Record Reviewer contacts

Clearinghouse Video

Accessing the New Clearinghouse Search Portal (<https://sdcoe.service-now.com/credentials>) for Clearinghouse results



Credential and Fingerprint Department

Welcome to the San Diego County Office of Education's (SDCOE) Credential and Fingerprint Department. We are here to help you with your credential and fingerprinting needs!

We have two locations that provide these services, our [San Diego main office](#) is in Linda Vista and our North County office is in San Marcos at the [North County Regional Educational Center](#) (NCREC).

To make an appointment for fingerprinting, please [log in](#) or create an account to see our appointment calendar. For credential services, please see our website for [walk-in hours](#).

Access our [Knowledge Base](#) for expert guidance on creating an account and scheduling appointments effortlessly. Click [here](#) to access helpful resources!

Log in

User name

Password

[Forgot Password ?](#)

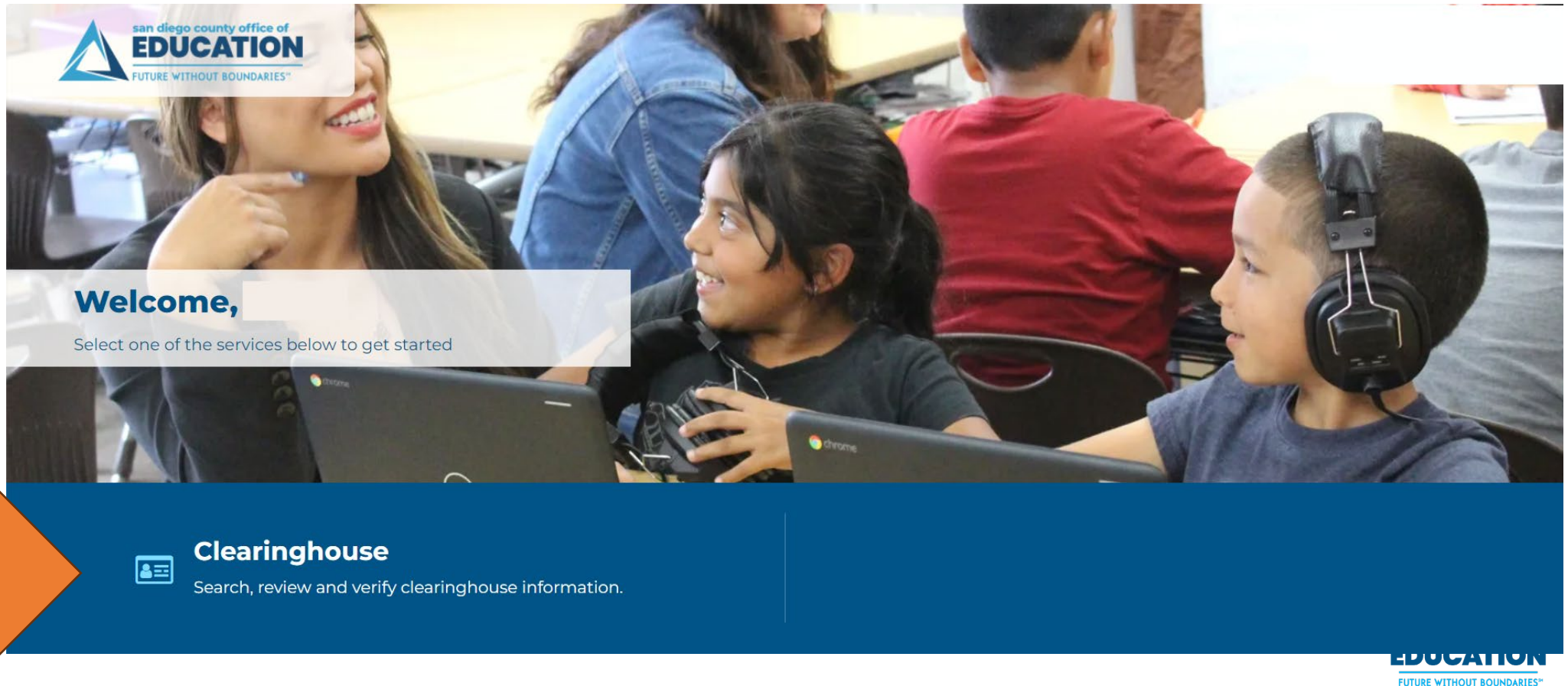
Log in

SDCOE Staff Member

Don't have an account? [Register](#)

Services

Once logged in, you'll find the "Clearinghouse" section displayed, just like in the screenshot below:



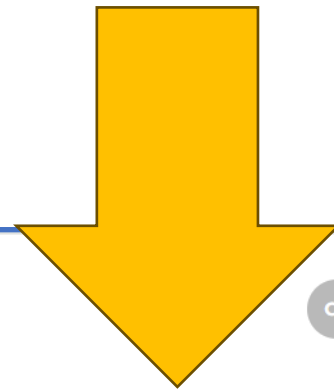
Click Here!



Clearinghouse

Search, review and verify clearinghouse information.

How to Search



The screenshot shows the top navigation bar of the San Diego County Office of Education website. On the left is the logo with the text "san diego county office of EDUCATION" and "FUTURE WITHOUT BOUNDARIES™". On the right is a user profile icon with "cc" and the name "CASEY CHOATE". Below the logo is a dark blue navigation bar with "Home" and "Credential Reports" (highlighted with a chevron). To the right of the navigation bar is a search bar with the placeholder text "Search" and a magnifying glass icon. Below the navigation bar is a white text box containing the instruction: "Use the search bar on the top right bar to search by SSN or by first name and last name."

Search by:

- Social Security Number (include dashes) - recommended
- Last name and last 4 digits of SSN
- Last name (will return everyone with that name)

Fun Facts: Currently there are 164,000+ clients in the system!

000-01-7881

SDCOE Clearinghouse results for "000-01-7881"

If the Social Security Number has leading zeros, and you have the full social security number, please contact us so we can update our records. Thanks

First Name: Fake
Last Name: Person
SSN: 000-01-7881
DOB: 01-01-1999

Clearinghouse (CH) Status Legend
Awaiting Results

Details

End of results

000-01-7881

SDCOE Clearinghouse results for "000-01-7881"

If the Social Security Number has leading zeros, and you have the full social security number, please contact us so we can update our records. Thanks

First Name: Fake
Last Name: Person
SSN: 000-01-7881
DOB: 01-01-1999

Clearinghouse (CH) Status Legend
Awaiting Results

Details

ATI	Level of Service	Status	Status Date	Updated Date
M001PEF001	DOJ with FBI	Awaiting Results	05-01-2024	05-03-2024

Source	Response	Response Date
DOJ	No Record	05-01-2024

Click Here

Then Click Here

Current Status

More Details

CH Lookup Screens

000-01-7881

SDCOE Clearinghouse results for "000-01-7881"

If the Social Security Number has leading zeros, and you have the full social security number, please contact us so we can update our records. Thanks

First Name: Fake
Last Name: Person
SSN: 000-01-7881
DOB: 01-01-1999

Clearinghouse (CH) Status Legend
Awaiting Results

Details

ATI	Level of Service	Status	Status Date	Updated Date
M001PEF001	DOJ with FBI	Awaiting Results	05-01-2024	05-03-2024

Source	Response	Response Date
DOJ	No Record	05-01-2024

Pending: Awaiting Results



CH Lookup Screens

000-01-7881

SDCOE Clearinghouse results for "000-01-7881"

If the Social Security Number has leading zeros, and you have the full social security number, please contact us so we can update our records. Thanks

First Name: Fake
Last Name: Person
SSN: 000-01-7881
DOB: 01-01-1999

Clearinghouse (CH) Status Legend
Placed

DOJ Cleared Date: 05-01-2024
FBI Cleared Date: 05-03-2024

Details

ATI	Level of Service	Status	Status Date	Updated Date
M001PEF001	DOJ with FBI	Placed	05-03-2024	05-03-2024

Source	Response	Response Date
FBI	Record	05-03-2024
DOJ	No Record	05-01-2024

Current Status



Final Status: Placed

Clearinghouse Status Legend



First Name: Fake
Last Name: Person
SSN: 000-01-7881
DOB: 01-01-1999

Clearinghouse (CH) Status Legend

Placed

DOJ Cleared Date: 05-01-2024

FBI Cleared Date: 05-03-2024

Placed - Individual has been placed in CH (may or may not have a record - see details for more info)

Stay - We received new results for an Individual that is currently in CH and will allow them to remain in the CH

Awaiting Results - All results have not been received yet

Delay - We received a "Notice of Delay" from DOJ or FBI which may delay the final results for days up to weeks

Pending Review - Results have been received but need to be reviewed before a decision is made

Rejected - Fingerprints have been rejected and the individual needs to be reprinted

Not Placed - Individual has not been placed in CH due to information received

Removed - Individual was in the CH but has now been removed due to new information received



Source	Response	Response Date
DOJ	Sub Dispo Notice	12-02-2017
DOJ	Sub Arrest Rpt	10-09-2009
DOJ	Record	08-13-2008

DOJ Response Legend

RESPONSE (from DOJ/FBI)	Description	Possible CH STATUS
No Record	No arrest report	Placed, Stay (if already in CH)
Delay	DOJ or FBI needs more time to review data	Delay
Rejected	Applicant needs to be reprinted due to quality or data issue	Rejected
Record	New fingerprint shows arrest on file	Placed, Not Placed
Sub Arrest Report	Fingerprints currently on file and new arrest reported	Stay, Removed
Sub Disposition Notice	Follow-up on prior arrest report. Not a new arrest.	Stay, Removed

Social Security Numbers (SSN)

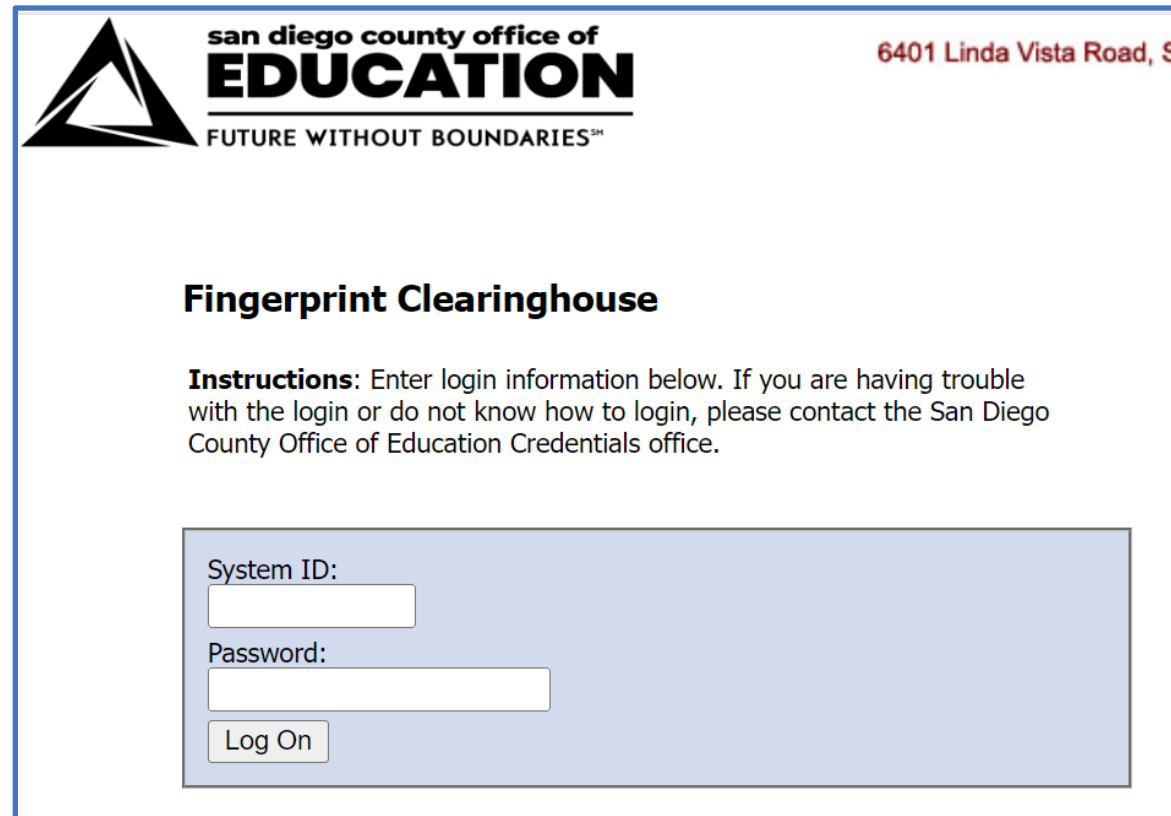
- DOJ changed their process to exclude the first 5 digits of the Social Security Number recently
- If we cannot match the name and date of birth, we enter the SSN with leading 000s
- If you find an employee with leading zeros in their SSN, please contact us with the full SSN so we can update our records.


Clearinghouse Status Reports

- **Bi-weekly Reports will now be weekly**
- **You will receive an email with a link**
 - You will need to log-into your account to view the report

“Legacy” Clearinghouse Page

<https://livescan.sdcoe.net/track.asp>



 **san diego county office of
EDUCATION**
FUTURE WITHOUT BOUNDARIES™

6401 Linda Vista Road, S

Fingerprint Clearinghouse

Instructions: Enter login information below. If you are having trouble with the login or do not know how to login, please contact the San Diego County Office of Education Credentials office.

System ID:

Password:

Will be retired on 5/24/24



Let's play in the Sandbox

Resources

- [User Guide for Record Reviewers](#)
- [Fingerprint Appointment Page](#)
- [New Clearinghouse Lookup Page](#)

**Thank you
for
attending!**

Contact us if you have questions!