

## Administrator Certification Section Contact Information

### Mailing address:

Administrator Certification Section  
744 P Street, Mail Station 19-47  
Sacramento, Ca 95814

Main Phone Line: 916-324-3755  
Fax Number Line: 916-324-3982

### Office Location:\*

Administrator Certification Section  
1700 9<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Sacramento, Ca 95814

\*Note: All correspondence is to be sent to the mailing address. Correspondence mailed to the ACS office location will be returned to the sender.

### Administrator Certification Section Staff

Charles Boatman ACS Manager	916-324-4318	<a href="mailto:Charles.Boatman@dss.ca.gov">Charles.Boatman@dss.ca.gov</a>	
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For general questions regarding the administrator certification, recertification, applications, fees etc., please contact us at our main number (916) 324-3755.

For a specific question regarding a returned, incomplete or application, please contact the following people:

For initial administrator applications and test results information, contact Kristina Fernandez.

For renewal administrator re-certificate applications, contact Alan Elner, Maria Esparza, Sharene Miles or Roshika Rita.

For vendor information and general questions, contact us at our main number, (916) 324-3755, and ask to speak with the vendor analyst officer of the day.

If you receive a notice about a problem with your criminal background investigation, you can contact our caregiver background check bureau at (888) 422-5669.

If you would like to arrange for an appointment to get your fingerprints live scanned, you can contact IDT at (800) 315-4507.

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