

South Carolina Board of Long Term

Health Care Administrators

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www.llronline.com/POL/Longtermhealthcare/



Criminal Background Check (CBC) Instruction Sheet

An applicant for a license to practice as a Nursing Home and/or Community Residential Care Administrator in South Carolina shall be subject to a criminal history background check as defined in Section 40-35-40 of the SC Board of Long Term Health Care Administrator Statutes.

This process requires you to furnish a full set of fingerprints and additional information required to enable a criminal history background check to be conducted by the State Law Enforcement Division (SLED) and the Federal Bureau of Investigation (FBI). These services are provided by Identogo Centers and are operated by MorphoTrust USA.

Residents of South Carolina should go online to schedule for fingerprinting services:

<http://www.identogo.com/FP/SouthCarolina.aspx> or call (866) 254-2366 for assistance in scheduling. Scheduling services will provide detailed information of forms of identification that will be required. Please make sure you select the ORI Number/ code: **SCBDNRCAZ - Long Term Health Care**.

If you are a non-resident of South Carolina and do not reside in an area near South Carolina, please follow the **Non-Resident Card Scan Processing Procedures** below.

Non-Resident Card Scan Processing Procedures

For applicants that reside out of South Carolina who wish to use the Identogo/Morpho Trust USA Centers, you may use these centers that are located in South Carolina only. If an applicant does not reside near South Carolina, they must complete and submit the fingerprint cards by following the directions below. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. The section below details the procedures for submitting fingerprints to the MorphoTrust card scan department. Applicant should contact Identogo/MorphoTrust (866-254-2366) to verify the current fee to submit.

- Applicants should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed fingerprint cards.
- Fingerprints may be submitted on FBI applicant cards. The applicant may call or email the SC Board of Long Term Health Care Administrators to have the FBI applicant cards mailed to them. Phone: 803-896-4544 or email: contactllr@llr.sc.gov. **Due to agency specific information, MorphoTrust USA does not provide fingerprint cards to applicants.**
- Applicant should ensure the fingerprint cards are completely filled out. Required information includes:
 - ORI Number: **SCBDNRCAZ - Long Term Care**
 - Social Security Number
 - Date of Birth
 - Full Name
 - Home Address
 - Sex, Height, Weight, Hair Color and Eye Color
 - Place of Birth (State or Country Only)
 - Reason fingerprinted-Nursing Home Administrator and or Community Residential Care Administrator License
 - Citizenship
- Mail the fully completed card and applicable fee (Include full name of applicant on the check) to:

MORPHOTRUST USA
ATTN: SC Card Scan
3051 HOLLIS DR SUITE 310
Springfield, IL 62704

Follow-up calls and questions on the processing of a fingerprint card should be made directly to Identogo/MorphoTrust at (866) 254-2366 and speak to a customer service representative.