



CRIMINAL BACKGROUND CHECK INSTRUCTION SHEET FOR SC REAL ESTATE COMMISSION LICENSE APPLICATIONS

An applicant for licensure as a salesman, broker, broker-in-charge, property manager or property manager-in-charge in South Carolina is subject to a criminal history background check as defined in S.C. Code Section 40-57-115.

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 South Carolina State Law Enforcement Division (SLED) and the Federal Bureau of Investigation (FBI). These services are provided by Identogo Centers operated by IDEMIA.

Please ensure you have a valid application on file with the South Carolina Real Estate Commission before having your CBC report sent to the Commission. If a CBC report is received and no application is on file, the CBC report will be disposed of after 90 days and a new one will need to be requested once the application is received.

Residents of South Carolina should go online to schedule for fingerprinting services or call (866) 254-2366 for assistance in scheduling. Scheduling services will provide detailed information of forms of identification that will be required.

TO SCHEDULE ONLINE:

On <https://sc.ibtfingerprint.com/> click **"Schedule a New Appointment"**.

For Licensing, Certification or Employment requirements in South Carolina

Important! You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

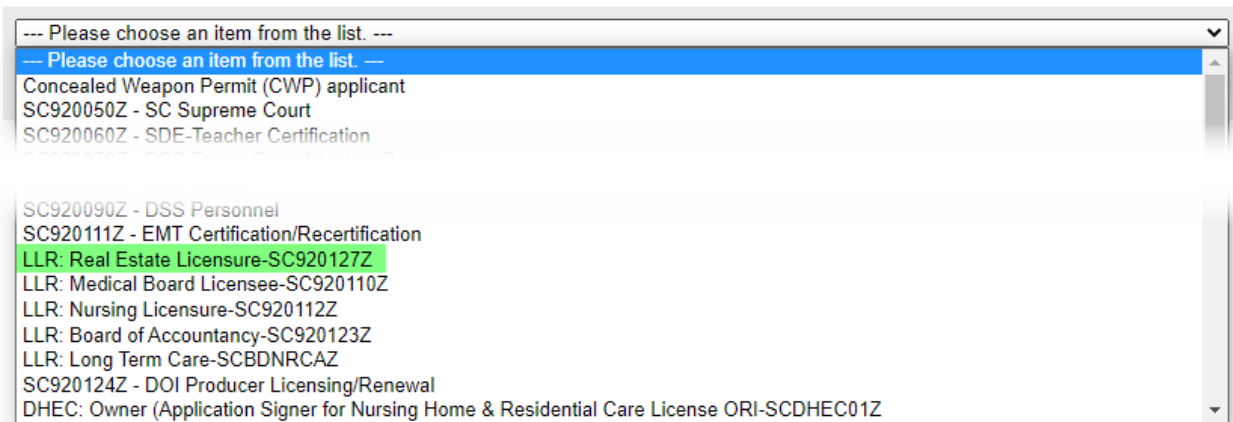
<p style="text-align: center;">For New Appointments</p> <p>To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.</p> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #28a745; color: white; padding: 5px 10px; display: inline-block; border-radius: 3px;">Schedule a New Appointment</div> </div>	<p style="text-align: center;">To Mail In Your Fingerprint Card</p> <p>To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to Identogo after payment is made. Only out of state residents or individuals physically unable to be digitally printed are able to use this option.</p> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #28a745; color: white; padding: 5px 10px; display: inline-block; border-radius: 3px;">Register for Fingerprint Card Processing Service</div> </div>	<p style="text-align: center;">To Look Up or Change an Existing Appointment</p> <p>To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.</p> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #17a2b8; color: white; padding: 5px 10px; display: inline-block; border-radius: 3px; margin-bottom: 5px;">Registration ID (REGID)</div> <div style="background-color: #17a2b8; color: white; padding: 5px 10px; display: inline-block; border-radius: 3px;">Email Address</div> </div>	<p style="text-align: center;">For Fingerprint Rejection Notices</p> <p>To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.</p> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #17a2b8; color: white; padding: 5px 10px; display: inline-block; border-radius: 3px;">Transaction Control Referral (TCR)</div> </div>
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Under **Application Details** choose the ORI number specific for the agency you are applying for licensure: **LLR: Real Estate Licensure – SC920127Z**.

From there you will enter specifics to schedule your appointment.

Application Details

Select the application type or agency ORI number from the list below. Typically the ORI number is located near the bottom of the application form. If you need assistance, please contact the IdentoGO customer service center at 866-254-2366.



The image shows a screenshot of a web application's dropdown menu. The menu is open, displaying a list of application types and ORI numbers. The first two items are highlighted in blue: "Please choose an item from the list." and "Please choose an item from the list. ---". The third item, "Concealed Weapon Permit (CWP) applicant", is highlighted in green. The rest of the items are in black text. The list includes:

- Please choose an item from the list. ---
- Please choose an item from the list. ---
- Concealed Weapon Permit (CWP) applicant
- SC920050Z - SC Supreme Court
- SC920060Z - SDE-Teacher Certification
- SC920090Z - DSS Personnel
- SC920111Z - EMT Certification/Recertification
- LLR: Real Estate Licensure-SC920127Z
- LLR: Medical Board Licensee-SC920110Z
- LLR: Nursing Licensure-SC920112Z
- LLR: Board of Accountancy-SC920123Z
- LLR: Long Term Care-SCBDNRCAZ
- SC920124Z - DOI Producer Licensing/Renewal
- DHEC: Owner (Application Signer for Nursing Home & Residential Care License ORI-SCDHEC01Z)

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 (attached).

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

DO NOT return fingerprint card or fingerprint processing fee in with your application or to the Real Estate Commission. This will delay the processing of your application.

Non-Resident Manual Card Scan Processing Procedures

Applicants who reside out of state, or are physically unable to go to a location to be fingerprinted, may use the Card Scan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a “hard card” into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

South Carolina Cardscan Submissions

- Applicants must go online to the enrollment website at <https://sc.ibtfingerprint.com> or call our customer service center at (866) 254-2366 to complete the registration process. During the registration process, applicants should select “**Register for Fingerprint Card Processing Service**” (2nd option below) on the Fingerprinting and Enrollment Services page. This will identify that a hard card will be completed and mailed to IdentoGO for conversion to an electronic fingerprint record, which will then be submitted to the South Carolina Law Enforcement Division.

For Licensing, Certification or Employment requirements in South Carolina

Important! You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

<p>For New Appointments</p> <p>To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.</p> <p>Schedule a New Appointment</p>	<p>To Mail In Your Fingerprint Card</p> <p>To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to IdentoGO after payment is made. Only out of state residents or individuals physically unable to be digitally printed are able to use this option.</p> <p>Register for Fingerprint Card Processing Service</p>	<p>To Look Up or Change an Existing Appointment</p> <p>To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.</p> <p>Registration ID (REGID)</p> <p>Email Address</p>	<p>For Fingerprint Rejection Notices</p> <p>To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.</p> <p>Transaction Control Referral (TCR)</p>
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- You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Yes' to proceed to the next page.

South Carolina

Fingerprint Card Submissions

Please note, due to COVID-19 we are taking the precautionary measure to quarantine all incoming mail for 1 day before we begin our Card Scan Processing steps.

To submit Fingerprint Cards for a South Carolina state background check please complete the following steps:

1. **Complete the online registration process.** This ensures we have your individual information and allows us to submit your fingerprints for the required background check without delays.
2. **Pay for Service.** At the end of the online registration, you will be directed to the ePayment site to complete payment. *Please Note:* Fingerprint cards without payment will not be processed.
3. **Mail in your completed fingerprint cards to be processed.** Mailing address will be on your registration completed form.

By continuing this registration process, you are affirming that you are either:

- An out of state resident, or
- Physically unable to be digitally fingerprinted.

no

yes

- Applicants must complete the entire registration process, including providing payment via credit card or eCheck or identifying the account for billing during the registration. When paying by check, only business checks and money orders are accepted. These should be made payable to Idemia.
- A registration number will be supplied at the end of the registration process. This registration number must be recorded on the fingerprint card when it is submitted for proper processing and to avoid delays.
- Pre-registration and pre-payment are required for all fingerprint card submissions. Any cards received without both those requirements being met will be returned to applicant unprocessed.
- 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 however they must be submitted on standard FBI applicant cards (FD-258).
- The applicant may email the Real Estate Board to have the FBI applicant cards mailed to them: Contact.rec@llr.sc.gov. A card will not be sent out unless there is a valid application on file with the Nursing Board.

- Applicants need to make sure the fingerprint card is completely filled out (sample card on following page).

Required information includes:

- ORI number: **REAL ESTATE - SC920127Z**
 - Full name
 - Social security number
 - Date of birth
 - Home address
 - Sex,
 - Height
 - Weight
 - Hair color
 - Eye color
 - Place of birth (state or country only),
 - Citizenship
 - Reason fingerprinted: LLR: Real Estate Licensure-SC920127Z
 - Confirmation number provided to you at the end of the registration process.
- The ORI number and Reason Fingerprinted that must be used on the fingerprint card should be provided by the licensing or certifying agency.
 - **Failure to completely fill out the information on the fingerprint card will result in the card being returned to the applicant, which will delay the fingerprint submission process.**
 - The fully completed card should then be mailed to the following address:

IdentoGO
Cardscan Department - SC Program
340 Seven Springs Way, Suite 250
Brentwood, TN 37027

- Please include a daytime telephone number where the applicant can be reached if we have a question about the fingerprint card.
- **Do not send completed certification or licensing applications to IdentoGO.** These documents should be returned to the state agency that will be issuing the license.

- Applicants wishing to verify that a fingerprint card has been processed may call (866) 254-2366 and speak with a customer service representative. **Please allow 5-7 business days after mailing for results to be communicated before calling to inquire.**

APPLICANT <small>* See Privacy Act Notice on Back</small> FD-508 (Rev. 9-9-13) 1110-0046		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK Enter registration confirmation here.	
SIGNATURE OF PERSON FINGERPRINTED		RESIDENCE OF PERSON FINGERPRINTED		LAST NAME NAM		FIRST NAME		MIDDLE NAME		DATE OF BIRTH DOB Month Day Year	
EMPLOYER AND ADDRESS List agency name here.		REASON FINGERPRINTED		ALIASES AKA		O R I		CITIZENSHIP CTZ		SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB	
DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. OCA		FBI NO. FBI		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY		CLASS		REF.	
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE		LEAVE BLANK	
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE			

- For submitting retake fingerprint cards, please see the instructions below for where to place notification of retake and TCR number.

APPLICANT <small>* See Privacy Act Notice on Back</small> FD-258 (Rev. 9-9-13) 1110-0046		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK Enter registration confirmation here.	
SIGNATURE OF PERSON FINGERPRINTED		RESIDENCE OF PERSON FINGERPRINTED		LAST NAME NAM		FIRST NAME		MIDDLE NAME		DATE OF BIRTH DOB Month Day Year	
EMPLOYER AND ADDRESS List agency name here.		REASON FINGERPRINTED		ALIASES AKA		O R I		CITIZENSHIP CTZ		SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB	
DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. OCA		FBI NO. FBI		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY		CLASS		REF.	
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE		LEAVE BLANK	
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE			
								CLASS		REF.	
								Retake		Enter TCR number here.	

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b).

⁴ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.²

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

¹ Written notification includes electronic notification, but excludes oral notification.

² See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).