South Carolina Department of Labor, Licensing and Regulation
South Carolina Contractor's Licensing Board
110 Centerview Dr. • Columbia • SC • 29210
P.O. Box 11329 • Columbia • SC • 29211
Phone: 803-896-4686 • Contact.CLB@llr.sc.gov • Fax: 803-896-4814
llr.sc.gov/clb

CONTRACTOR'S LICENSING BOARD PROCESS
TO RECEIVE A COPY OF A SURETY BOND

Contractors licensed with the S.C. Contractor's Licensing Board are required to submit either a financial statement or a surety bond to secure a dollar/group limit for their license. You can check to see which one a contractor submitted by looking up their license on Licensee Lookup and viewing the field: Qualified By (if the field is blank, you may contact the board directly to verify).

If the contractor was qualified by a surety bond, a copy of the bond can be requested, pursuant to the South Carolina Freedom of Information Act (FOIA). You can request a copy of the bond by sending an email here.

Receipt of the licensee's surety bond will provide information to assist you in completing the attached Surety Bond Claim Form. Once the form is completed, send it to the surety bond company listed on the bond, along with any additional documents you wish to provide them for your claim.

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SURETY BOND CLAIM FORM

To (Surety Company): _____

Name of Complainant: _____

Address of Complainant: _____

Date of Bond Claim: _____

Bond Number: _____

Effective Date of Bond: _____

Surety Company Name and Address: _____

Contractor/Principal Name: _____

Contractor/Principal Address: _____

Contractor/Principal License number: _____

Date of Contract (provide copy of written contract, if available): _____

Commencement Date of Project: _____

Completion Date of Project: _____

Amount of Claim requested (actual damages only): _____

Brief description of the allegations giving rise to the bond claim (attached additional pages if necessary):

_____

_____

_____

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