



STATE OF SOUTH CAROLINA
DEPARTMENT OF CONSUMER AFFAIRS
CONSUMER CREDIT COUNSELING ORGANIZATION
CRIMINAL BACKGROUND CHECK INFORMATION
SOUTH CAROLINA APPLICANTS ONLY

Mailing Address

P.O. Box 5757
Columbia, SC 29250-5757

S.C. Code Ann. § 37-7-101 et seq.

www.sconsumer.gov

803-734-4297

Street Address

3600 Forest Drive
Columbia, SC 29204-4406

Due to the criminal background check process at the South Carolina Law Enforcement Division (SLED), South Carolina residents must follow a different procedure for obtaining these checks.

Criminal background checks are offered at a reduced rate of \$8 for 501(c)(3) entities. For profit entities must pay \$25 for each check. Depending on your company's status, please read and follow the instructions below. If you have any questions, please contact Carri Grube Lybarker – 803-734-4297, or Darlene Dinkins – 803-734-4209.

Non-Profit Organizations:

- Contact SLED to set up an account : 803-896-7216
- Once an account number is obtained, make a coversheet on company letterhead containing the following information and send to Department of Consumer Affairs, Attn: Carri Grube Lybarker, P.O. Box 5757, Columbia, SC 29250:
 - Date
 - "South Carolina Law Enforcement Division
P.O. Box 21398
Columbia, SC 29221-1398"
 - "# of Record Checks Requested : _____"
 - List the names of the owners, members, officers, directors, and counselors requesting a check for:
 - LAST NAME, FIRST NAME, MI
 - "Send Invoice to":
 - Contact Person Name
 - Company Address
 - Account Number
 - Signature of the contact person
- The Department will hand deliver the request and pick up when ready
- SLED will bill your organization directly

For Profit Organizations:

- If you would like to set up an account with SLED or currently have an account with SLED, please follow the cover letter above. Otherwise, use the format below for your organization's cover letter.
- Make a coversheet on company letterhead containing the following information and send to Department of Consumer Affairs, Attn: Carri Grube Lybarker, P.O. Box 5757, Columbia, SC 29250:
 - Date
 - "South Carolina Law Enforcement Division
P.O. Box 21398
Columbia, SC 29221-1398"
 - "# of Record Checks Requested : _____"
 - List the names of the owners, members, officers, directors, and counselors requesting a check for:
 - LAST NAME, FIRST NAME, MI
 - Signature of the contact person

The Department will hand deliver the request and pick up when ready