

## 2021 SC Real Estate Commission License Renewal Requirements

While 2021 renewals will not begin until May 3<sup>rd</sup>, 2021, it is imperative that all licensees make sure that their current, valid contact information is on file with the Commission.

Licensing law requires that you keep a residential address, mailing address, email address and valid phone number on file with the Commission. For your individual license, this should be your personal contact information and not your business or currently affiliated brokerage. We also strongly encourage you to keep your permanent personal email address on file with the Commission. If you need to update your residential/ mailing address, phone number or email address, please use the following links for login recovery instructions and to update your contact addresses online.

- [Account Login Help](#)
- [Change Address](#)

### Fingerprinting Requirements

It is very important that all licensees due to renew in 2021 follow the fingerprinting instructions carefully to insure that their background checks are properly performed, received and documented. **We are asking that you do not share these instructions with individuals who are not due to renew in 2021 or are not currently licensed. Every licensee does not have the same renewal year.** You are receiving this communication because you are due to renew this year.

Your expiration date may be verified on your pocket card or by accessing [licensee lookup](#) on the Commission's website.

Beginning with 2021 renewals, active status Salespersons, Brokers, Brokers-in-Charge, Property Managers and Property Managers-in-Charge are required to be fingerprinted and have SLED and FBI background checks conducted every third renewal. While renewals will not begin until May 3<sup>rd</sup>, you may begin getting the background checks required for renewal now.

**Inactive status Salesperson, Broker and Property Manager** licensees, who are renewing as inactive in 2021, can renew without fingerprinting but will need to have their fingerprint-based background checks cleared prior to reactivation.

Active renewing licensees, who have failed to have their background checks cleared by the end of the 2021 renewal cycle, will be placed on inactive status and be unable to reactivate until cleared. Late renewals end December 31<sup>st</sup>, 2021.

### Fingerprinting Instructions for SC Residents and Non-Residents

**Residents of South Carolina** should register at their nearest Identogo location for digital fingerprinting at their earliest convenience in accordance with the instructions linked below.

- Identogo offers multiple enrollment centers throughout the state with those in metropolitan areas providing daily appointment availability, as well as offering host sessions in other locales once monthly or more. Enrollment centers with daily appointments are located in Greenville, Columbia, North Augusta, Rock Hill, Florence, Myrtle Beach and Mt. Pleasant. For all other areas, sessions are offered at least once per month and may be located, along with upcoming dates and availability, on the appointment scheduling website listed in the instructions linked below. If you are not located in a metro area with a center with daily operations, it is suggested that you review locations nearest to you in advance in order to plan accordingly to register for your appointment.

- All applicants must pre-register, either online or by contacting customer service, prior to being fingerprinted. Customers arriving at a center without a prior registration or appointment cannot be accommodated. Customers must also ensure they are in possession of required identification documents, as well as payment, if not prepaid at time of registration, in order to be processed. Cash is not accepted for payment. Please refer to your appointment confirmation for identification requirements and accepted forms of payment.
- IdentoGO centers serve South Carolina customers for many state agencies, as well as several federal programs, therefore it is imperative that you allow sufficient time to schedule an appointment for your enrollment and do not wait until your deadline. If there is no appointment availability that coincides with your schedule upon first review, please check back regularly, as IdentoGO frequently expands hours of operation, as well as locations of host operations in non-metro areas based upon availability and need. Should you not be able to keep a scheduled appointment, please cancel this appointment.

**Non-Residents** will be mailed fingerprint card packets with two cards and non-resident fingerprinting instructions. You do not need to request the cards be mailed to you if your address of record is correct. After fingerprints are taken, make sure you register with IdentoGO for these cards to be processed in accordance with the instructions and mail the completed card to IdentoGO with the required information as instructed. Only one of the two cards needs to be sent to IdentoGO for processing. The extra card is provided in case there are issues with the first.

Separate fingerprint background check instructions for SC Residents and Non-Residents are provided below:

- [SC Resident Fingerprint Background Check Instructions](#)
- [Non-Resident Fingerprint Background Check Instructions](#)

**Please know that the renewal season is a very busy time for Commission staff. It may take a couple of weeks before reports are returned to the Commission, but staff will document when the results are returned so that your license will not be inactivated at the end of the renewal cycle.**

The Commission asks that you do not call or email staff to check on the status of your background check during the peak months of renewal May through June. IdentoGO cannot provide information as to the nature of your background check results or status of your licensure. If your fingerprints are rejected by SLED or the FBI, you will be notified by letter from IdentoGO and provided a number on the rejection letter, along with instructions on scheduling a reprint. After a second rejection letter, you may email the Commission providing the rejection numbers, and our staff will request a name-based search with SLED and the FBI. Please do not contact or obtain reports directly from SLED or the FBI, nor contact SLED directly concerning the status of your results.

## **Relevant Provisions of Law**

**SC CODE OF LAWS SECTION 40-57-115.** Criminal background checks required for initial applicants and licensure renewals.

In addition to other requirements established by law and for the purpose of determining an applicant's eligibility for licensure as a salesman, broker, broker-in-charge, property manager, and property manager-in-charge, the commission shall require initial applicants and applicants for licensure renewal to submit to a state fingerprint-based criminal records check, to be conducted by the State Law Enforcement Division (SLED), and a national criminal records check, supported by fingerprints,

by the FBI. Costs of conducting a criminal records check must be borne by the applicant. The commission shall keep information received pursuant to this section confidential, except that information relied upon in denying licensure may be disclosed as necessary to support the administrative action

**SC CODE OF LAWS SECTION 40-57-340.** Conditions for license renewal; background checks; continuing education; exemptions.

**(A) As a condition of active license renewal:**

(1) A **broker or salesperson shall submit to a criminal background check upon every third renewal** as required for initial applicants pursuant to Section 40-57-115 and shall provide proof of satisfactory completion biennially of ten hours of continuing education in courses. The ten hours must include a minimum of four hours of instruction in mandated topics.

(2) A **broker-in-charge shall submit to a criminal background check upon every third renewal** as required for initial applicants pursuant to Section 40-57-115 and shall provide proof of satisfactory completion biennially of ten hours of continuing education in courses approved by the commission. The ten hours must include a minimum of four hours of instruction in mandated topics for a broker or salesperson license and four hours of continuing education must be in advanced real estate topics designed for brokers-in-charge.

**SC CODE OF LAWS SECTION 40-57-510.** Manager or property manager-in-charge license.

(F) As a condition for and before applying to the commission for licensure renewal, a property manager or property manager-in-charge shall submit to a criminal background check upon every third renewal as required for initial applicants pursuant to Section 40-57-115.