



South Carolina
Department of Labor, Licensing and Regulation



Real Estate Commission

110 Centerview Drive
Post Office Box 11847
Columbia, SC 29211-1847
Phone: (803) 896-4400
FAX: (803) 896-4427

Henry D. McMaster
Governor

Emily H. Farr
Director

Dear Applicant,

We are presently reviewing your application for Real Estate licensure in our state.

Enclosed is a fingerprint card for use in completing your fingerprint SLED and FBI criminal background checks as required under S.C Code of Laws 40-57-115.

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

The Commission will not be able to provide you with copies of the reports our agency receives. To receive a detailed background report for your records, you can request this information from SLED at www.sled.sc.gov and click on Criminal Records Check. You can also contact the FBI at www.fbi.gov/about-us/cjis/identity-history-summary-checks.

Please be advised that application turnaround time will depend upon receiving and reviewing your criminal background reports from both law enforcement agencies.

Sincerely,

South Carolina Real Estate Commission
803-896-4400
Contact.REC@llr.sc.gov



Non-Resident Manual Card Scan Processing Procedures for the SC Real Estate Commission

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 Card Scan Submissions

- Applicants must go online to the enrollment website at www.identogo.com or call our customer service center at (866) 254-2366 to complete the registration process. On Identogo.com, enter South Carolina under "**Search for Services by State**", then select "**Digital Fingerprinting**". 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 mailed to them for conversion to an electronic fingerprint record which will then be submitted to the South Carolina Law Enforcement Division.

Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in South Carolina

For New Appointments	To Mail In Your Fingerprint Card	To Look Up or Change an Existing Appointment	For Fingerprint Rejection Notices
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.	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.	To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.	To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.
Schedule a New Appointment	Register for Fingerprint Card Processing Service	Registration ID (REGID) Email Address	Transaction Control Referral (TCR)

- 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 card scan 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.
- Fingerprints may be submitted on FBI applicant cards. The applicant may email the Real Estate Commission 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 Real Estate Commission. **Due to agency specific information, Idemia does not provide fingerprint cards to applicants.**
- Applicant should ensure the fingerprint cards are completely filled out. Required information includes:
 - ORI Number: **SC920127Z**
 - Full Name
 - Home Address
 - Place of Birth (State or Country Only)
 - Citizenship
 - Social Security Number
 - Date of Birth
 - Sex, Height, Weight, Hair Color and Eye Color
 - Reason fingerprinted
 - Confirmation number provided at the end of registration
- **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
CARD SCAN DEPARTMENT
6840 CAROTHERS PARKWAY, STE 650
FRANKLIN, TN 37067-9929*

- 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.**