



STATE OF SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS

PROFESSIONAL EMPLOYER ORGANIZATIONS

Mailing Address

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Columbia, SC 29250-5757

S.C. Code Ann. § 40-68-10 et seq.

www.consumer.sc.gov

(803) 734-4200

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2221 Devine St. Suite 200
Columbia, SC 29205

PROFESSIONAL EMPLOYER ORGANIZATION FINGERPRINT CHECK

A fingerprint check must be completed by all proposed new controlling persons. Fingerprint checks for PEO Licensing in South Carolina are performed by L-1 Identity Solutions. The instructions for both residents of South Carolina and non-residents of South Carolina are included in this form.

South Carolina Residents:

Must visit a local L-1 Identity Solutions office to have fingerprinting performed. Appointments are made online as set forth on the **South Carolina Residents** instruction sheet. Applicants should complete the **SAFE** form and bring it to your appointment.

Non-South Carolina Residents:

Applicants must follow the instructions on the **Non-South Carolina Residents** instruction sheet. Due to the design of the L-1 Identity Solutions system, and how it routes electronic information to South Carolina law enforcement, you cannot schedule an appointment at an L-1 Identity Solutions local office outside of South Carolina, even if there is a location near you. Applicants who reside outside of South Carolina must use L-1's Card Scan Processing Program. Applicants must request fingerprint cards from the Department by calling (803) 734-4251 or by email at tqibson@sconsumer.gov



ENROLLMENT SERVICES DIVISION

South Carolina Residents

Schedule a Fingerprinting Appointment in South Carolina Online

Have the information you need such as your agency's identification number (ORI), the reason you're being fingerprinted and payment method.

1. Click on <http://www.L1Enrollment.com/> and choose South Carolina.
2. Click on **Begin Registration** in English or Spanish
3. Enter your **first name** and then **last name** and click on **'go'**
4. On the Application ID page, click on the drop down menu and choose **SC920080Z – Consumer Affairs/Prof Employer Org Ctrl Person** and click on **'go'**
5. On the location page, enter your **zip code** or choose a **geographical area** to locate a site convenient to your location and click on **'go'**
6. Select a location by clicking on the **'Click here to Schedule'**, choose a **time** and click on **'go'**
7. On the personal Information page, complete all the required information and choose your method of payment and click on **'Send Information'**
8. Review the information entered, correct any errors and then choose **'Click to Finalize Appointment'**

If you have chosen to pay by credit card, debit card or e-check, you will need to click on **'Continue to US Bank E-pay'** to complete payment. Payment is not complete until you receive the confirmation page from US Bank E-Pay. Print your confirmation page.

Bring your confirmation page and your valid South Carolina drivers license or ID card with you to your fingerprinting appointment. **If you do not have a current SC drivers license or ID card, you must provide at least 2 secondary forms of identification such as Social Security Card, passport, birth certificate, marriage license, etc., one of which must be a photo ID.**

The technician will scan your fingerprints and submit your data. This normally takes less than five minutes.

You will receive a signed receipt at the end of your fingerprinting session which can be submitted to your agency for proof of fingerprinting, if needed. The results will be sent directly to the agency listed on the registration form.



ENROLLMENT SERVICES DIVISION

Non-South Carolina Residents Card Scan Processing Procedures

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 in South Carolina. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

South Carolina Department of Consumer Affairs Professional Employer Organizations/Controlling Persons

- FBI applicant cards (Form FD-258) **MUST** be obtained from the Department of Consumer Affairs. Please contact the Department directly to obtain fingerprint cards by calling (803) 734-4251 or via e-mail at tgibson@scconsumer.gov. *Due to agency specific information, L-1 does not provide fingerprint cards to applicants.*
- 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.
- Applicants need to make sure the fingerprint card is completely filled out. **Required information includes:** ORI number (SC920080Z), 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, and reason fingerprinted.
- The ORI number (SC920080Z) and Reason Fingerprinted that must be used for 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 licensing process.**
- The fully completed card, a completed SAFE form, and the appropriate fee of \$54.25 per applicant should then be mailed to the following address:

L1 Enrollment Services
Attn: SC Card Scan
1650 Wabash Ave Suite D
Springfield, IL 62704

Please include a daytime telephone number where the applicant can be reached if we have a question about the fingerprint card.

- Please include the full name of the applicant on each check or money order.
- Applicants wishing to verify that a fingerprint card has been processed may call (866) 254-2366 and speak with a customer service representative.

