



**South Carolina  
Law Enforcement Division**

P.O. Box 21398  
Columbia, South Carolina  
29221-1398

*Henry D. McMaster, Governor  
Mark A. Keel, Chief*

*Tel: (803) 737-9000*

**MEMORANDUM**

**TO:** ALL SOUTH CAROLINA STATE AGENCIES

**FROM:** Charles M. Coats, Jr.  
Major, Director of SLED-CJIS

**DATE:** Thursday, January 28, 2021

**RE:** Interdepartmental Transfer (IDT) for Background Checks Requiring Special Processing

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To satisfy the mandate from the S. C. State Treasurer's Office regarding the discontinued issuance of paper checks by a state agency, SLED has developed a procedure when an agency receives a *Special Processing* notification for an online background check through the Citizens Access to Criminal History (CATCH).

When an agency receives the *Special Processing* notification from the online attempt to purchase a background check, the state agency shall submit, on agency letterhead, the following information:

- State Agency Name with Agency Code
- Name(s) of person(s) being background checked and total amount to be billed
- Signature of Agency's Chief Financial Officer
- Attach a completed SLED Criminal Record Check form for the person being background checked

If the state agency has more than one background check that needs *Special Processing* by SLED, please submit a criminal records check form for each person being background checked.

Once your letter is received and verified, SLED will process the background check and return the requested information. We appreciate your patience during this transition period. Should an agency have a question, please feel free to contact Lieutenant Bryan C. Ridgeway at 803-331-1409 or [bridgeway@sled.sc.gov](mailto:bridgeway@sled.sc.gov).



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*Example of IDT Letter to SLED for Special Processing*

**LETTERHEAD**

CATCH Special Processing  
Public Dissemination Section  
SLED-CJIS  
S.C. Law Enforcement Division  
PO Box 21398  
Columbia, SC 29221-1398

**RE: Interdepartmental Transfer (IDT) for CATCH Special Processing for Background Check**

The South Carolina Law Enforcement Division (D100) intends to process an interdepartmental transfer (IDT) with the State Agency Name (State Agency Code No.) for background check *Special Processing* for the following agency personnel:

	<b>FULL NAME</b>	<b>DOB</b>	<b>FEE</b>
1.	John Q. Public	MM/DD/YYYY	\$ XX.00
2.			
3.			
4.			
5.			
<b>Total IDT</b>			<b>\$ XXX.00</b>

I have enclosed a completed SLED Criminal Records Check form for John Q. Public as required.

Sincerely,

/s/ Requestor's Signature  
Requestor's Name  
Requestor's Position  
Requestor's Department  
Requestor's Phone No.  
Requestor's email address

Approved by Chief Financial Officer's Name

/s/Chief Financial Officer's Signature

**\*Requestor must complete by filling in the required information for the underlined sections.**



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## CRIMINAL RECORD CHECK

(Please print your completed form and submit to SLED. You may want to print a copy for your records.)

FULL NAME (with middle name): \_\_\_\_\_

AKA and/or MAIDEN NAMES: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Federal law permits governmental agencies to require a social security number in order to conduct official Business; however, private entities may only obtain social security numbers if given voluntarily).

**A self-addressed stamped envelope is required for the return of background**

### CHARITABLE ORGANIZATIONS AND SCHOOL DISTRICTS ONLY

NAME OF ORGANIZATION: \_\_\_\_\_

VERIFICATION NUMBER (as provided by SLED for online checks): \_\_\_\_\_

SCHOOL DISTRICTS ONLY – POSITION APPLIED FOR: \_\_\_\_\_  
(A self-addressed stamped envelope is required for the return of background check)

### INTERDEPARTMENTAL TRANSFER ONLY

NAME OF STATE AGENCY: \_\_\_\_\_

STATE AGENCY CODE (as provided by SLED for online checks): \_\_\_\_\_

NAME AND NUMBER OF REQUESTOR: \_\_\_\_\_

CHIEF FINANCIAL OFFICER SIGNATURE: \_\_\_\_\_

### PLEASE NOTE:

The fee is twenty-five dollars (\$25) unless you are a charitable organization approved for a fee of eight dollars (\$8). A charitable organization must include its name and User ID number or the request may not be processed. Payment must be business check, certified/cashier's check or money order payable to SLED. **PERSONAL CHECKS and CASH WILL NOT BE ACCEPTED.** This report contains records of arrests and convictions made by state/local agencies in South Carolina only. Alteration of a completed criminal record check may subject a person to criminal prosecution. A completed criminal records check should not be accepted unless it bears an original SLED stamp.

**\*SLED RECORDS SECTION HAS BEEN CLOSED TO THE PUBLIC SINCE DECEMBER 15, 2008.**

(CJ-022) Revised 12/4/2020



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