



South Carolina

STATE LAW ENFORCEMENT DIVISION

Henry D. McMaster, Governor

Mark A. Keel, Chief

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

WWW.SLED.SC.GOV

(803) 737-9000

ORGANIZATION APPLICATION FOR REDUCED BACKGROUND CHECK FEES

South Carolina law allows certain charitable organizations to utilize SLED's name-based criminal records check system (SLED CATCH) to conduct background checks at a reduced fee (\$8.00). However, the law, S.C. Code Ann. § 23-3-115, only allows for the reduced fee for authorized entities to run searches on that entity's volunteer(s) and/or employee(s). South Carolina law also allows school districts to conduct certain background checks at a reduced fee. However, the law only provides for a fee reduction or a fee waiver in specific and limited circumstances – primarily for teachers and bus drivers. **Records checks for any other purpose or for any other person are not eligible for the reduced fee and the normal \$25.00 fee applies.** The following are the only authorized entities/searches eligible for reduced fees, so please select the applicable box for your organization and complete this form.

- ☐ Charitable Organization (exempt from taxation under Section 501(c)(3) of the IRS Code) This includes Charter Schools and Private School. – \$8.00
- ☐ Charitable Organization (filed a statement of registration or exemption under the Solicitation of Charitable Funds Act, Chapter 56, Title 33) – \$8.00
- ☐ Bona fide church, synagogue, or mosque – \$8.00
- ☐ Volunteer for local parks and recreation through an approved entity – \$8.00
- ☐ Teachers (including prospective teachers and substitute teachers) – No cost
- ☐ School Bus Drivers or School Bus Aides – \$8.00

Organization Name:	Employer Identification Number EIN:	
Street Address:	City:	ZIP:
Mailing Address (if different):	City:	ZIP:
Administrator Last Name:	Administrator First Name:	
Administrator's Email:	Administrator Phone (include any extension):	

****Applications submitted by Charitable Organizations require IRS documentation to confirm 501(c)(3) status or documentation for Solicitation of Charitable Funds Act, Chapter 56, Title 33. (PLEASE PROVIDE IF APPLICABLE).**



An Accredited Law Enforcement Agency



ORGANIZATION APPLICATION FOR REDUCED BACKGROUND CHECK FEES

PLEASE NOTE THE FOLLOWING:

1. Background checks require a unique User ID and Password for each authorized user designated by the entity.
2. Upon request, SLED will provide each designated authorized user with a unique ID and Password, which cannot be shared.
3. Account misuse is subject to possible criminal or civil penalties.
4. Records checks may only be conducted by authorized users of approved organizations and all searches must be performed in accordance with South Carolina law.
5. Accounts may not be shared.
6. User IDs and Passwords cannot be shared.
7. The organization is responsible for providing SLED an accurate list of authorized users and is responsible for notifying SLED when an authorized user is no longer employed or authorized to perform background checks.
8. All transactions are subject to SLED review and audit.
9. By submitting this form, the organization agrees to cooperate with SLED on all reviews and/or audits.

By signing below, I hereby certify and acknowledge that my organization is eligible for reduced background check fees. I also certify and acknowledge that I will be responsible for ensuring that my organization adheres to the above rules and requirements.

Administrator Name

Title

Administrator Signature

Date

Submit Completed Form to: SLEDCATCHacct@sled.sc.gov *or mail to:*
SLED

Attn: Charitable Accounts
Post Office Box 21398
Columbia, SC 29221



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REDUCED BACKGROUND CHECK FEES USER APPLICATION

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- ☐ Charitable Organization (exempt from taxation under Section 501(c)(3) of the IRS Code) This includes Charter Schools and Private School. – \$8.00
- ☐ Charitable Organization (filed a statement of registration or exemption under the Solicitation of Charitable Funds Act, Chapter 56, Title 33) – \$8.00
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- ☐ Teachers (including prospective teachers and substitute teachers) – No cost
- ☐ School Bus Drivers or School Bus Aides – \$8.00

Organization Name:	Administrator Name:	
Street Address:	City:	ZIP:
User Last Name:	User First Name:	
Users Email:	Administrator's Signature:	

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REDUCED BACKGROUND CHECK FEES USER APPLICATION

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5. Accounts may not be shared.
6. User IDs and Passwords cannot be shared.
7. All transactions are subject to SLED review and audit.
8. By submitting this form, the organization agrees to cooperate with SLED on all reviews and/or audits.

By signing below, I as the administrator hereby certify and acknowledge that the user named herein is authorized to conduct background checks at the reduced fee as indicated for this organization.

Administrator Name

Title

Administrator Signature

Date

I as the user certify and acknowledge that I will adhere to the above rules and requirements.

User Name

User Signature

Date

Submit Completed Form to: SLEDCATCHacct@sled.sc.gov or mail to:

SLED

Attn: Charitable Accounts

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Columbia, SC 29221