

HOW TO OBTAIN A SOUTH CAROLINA LAW ENFORCEMENT DIVISION (SLED) CRIMINAL HISTORY REPORT

All Criminal Record Checks submitted to the Probate Court must be certified. Please provide all information requested on the Criminal Record Check form. You must specifically state on the form that the results of the Record Check be certified. Requests for a certified Criminal Record Check can only be processed **by mail**.

A non-refundable fee of **\$25.00** will be charged for a South Carolina criminal record check per name. Accepted payments for mail-in requests are: business check, certified check, cashier's check or money order. **No personal checks or cash are accepted.** You must enclose a self-addressed stamped envelope with your request.

The SLED criminal record search is for South Carolina only.

Please include the following information on the Criminal Record Check form:

- ♦ Full name (including middle initial as well as maiden, aka's and other names used);
- ♦ Social Security Number;
- ♦ Date of Birth;
- ♦ Phone number and current mailing address;
- ♦ Specific request for a **certified** Criminal Record Check.

A certified SLED Criminal Record Check may be obtained by mailing the form, specific request for a certified Criminal Record Check, payment, and self-addressed stamped envelope to:

South Carolina Law Enforcement Division
PO Box 21398
Columbia, SC 29221-1398

If you need further information, please contact the SLED Public Dissemination Unit at:

- ♦ (803) 896-1443
- ♦ Website: www.sled.sc.gov