

South Carolina Department of Education  
Office of Educator Certification  
3700 Forest Drive, Suite 500  
Columbia, South Carolina 29204

## **SLED/FBI Background Check Procedures**

A Federal Bureau of Investigation (FBI) fingerprint review of all applicants for educator certification is required by State law (59-25-115). To better serve applicants and the Office of Educator Certification, the State Law Enforcement Division (SLED), has partnered with L-1 Enrollment Services (L-1) to provide a more efficient procedure for applicant fingerprint processing. Processing centers have been established in major population areas throughout the state to do a live scan of applicant fingerprints and receive identifying information for electronic submission to SLED for processing. All processing will be performed by SLED personnel after submission by L-1 staff; no criminal history information will be available to L-1. SLED personnel will forward the fingerprints to the FBI which will cause a criminal background report to be sent to the Office of Educator Certification to be used solely for the determination of eligibility for educator certification. Turn around time for the criminal background report is anticipated to be 1-2 weeks. For more information about the background check process or the educator certification process please visit the Office of Educator Certification Web site at [www.scteachers.org](http://www.scteachers.org), or call 877-885-5280 (Toll-free in South Carolina), 803-734-8466 (Columbia area or out-of-state) from 1:00 p.m. - 4:30 p.m., Monday-Friday.

### **Options for Submitting Fingerprints**

#### Electronic Live Scan:

The preferred method of registration is to schedule an appointment with L-1 by registering online at [www.L1enrollment.com](http://www.L1enrollment.com). Applicants without internet access may register by calling the L-1 toll-free number, 866-254-2366. A processing form is provided outlining the required information you must provide. **The processing fee is \$54.25.**

#### Manual Card Scan (Non-Resident):

If you are not in South Carolina, you may have your fingerprints done manually by a local police department. Request a fingerprint card from the Office of Educator Certification, complete a check or money order for \$54.25 payable to "L-1 Enrollment Services" and mail it with the fingerprint card to:

L-1 Enrollment Services  
ATTN: SC Card Scan  
1650 Wabash Ave Suite D  
Springfield, IL 62704-5370

Please give the following information when scheduling the appointment to have your fingerprints taken. A processing form is provided listing the identifying information that will be requested when you register. Bring your valid South Carolina Driver's License to your fingerprint appointment. If you do not have a valid SC Driver's License, you will need two forms of other State or Federal issued ID; one of which will need to be a photo ID.

Agency ORI: **SC920060Z**      Agency Name: **SC DEPT OF EDUCATION**

Reason Fingerprinted: **TEACHER CERTIFICATION**