



# SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION

Fingerprinting & Background Check Procedures  
Division of Federal, State, and Community Resources  
Office of Educator Services  
8301 Parklane Road  
Columbia, SC 29223  
<http://ed.sc.gov> | web  
(803)896-0368 | fax  
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Per the South Carolina Code of Laws (Section 59-25-115), all applicants for educator certification must complete national and state background checks. The South Carolina State Law Enforcement Division (SLED) conducts the state review while the Federal Bureau of Investigation (FBI) completes the national background review. To facilitate this process and better serve applicants for educator certification, the State Law Enforcement Division (SLED) has partnered with MorphoTrust USA to provide an efficient procedure for applicant fingerprint processing at the company's IdentGO centers, located in major population areas throughout the state. These centers complete the live scan of applicant fingerprints and then submit the scan and applicant information electronically to SLED where personnel will perform all background processing; no criminal history information is made available to MorphoTrust staff. Following the state review, SLED personnel forward the fingerprints directly to the FBI, and the federal agency subsequently transmits the background reports securely to the Office of Educator Services to be used solely for the determination of eligibility for educator certification. Turn-around time for the background reporting process is approximately one to two weeks. For more information about the background check or educator certification process, please visit the Office of Educator Services website at <http://ed.sc.gov> or contact the Call Center from 8:30 AM to 4:30 PM Monday through Friday at (803) 896-0325 (Columbia area and out-of-state callers) or at (877) 885-5280 (toll-free in South Carolina).

## Options for Submitting Fingerprints

### Electronic Live Scan (South Carolina Residents):

To schedule an appointment with MorphoTrust, please register online at <http://www.identogo.com>. Applicants without Internet access may register by calling the MorphoTrust toll-free number at (866) 254-2366. The vendor will provide information regarding the documentation required in order to complete the background reporting process. Please note that the processing fee is \$53.25. Applicants must provide the following information when scheduling the appointment to have the fingerprints completed:

Agency ORI: **SC920060Z**

Agency Name: **SC DEPT OF EDUCATION**

Reason Fingerprinted: **EDUCATOR CERTIFICATION**

Applicants must bring a valid South Carolina Driver's License to the fingerprint appointment. Any applicant without a valid SC Driver's License must provide two forms of identification issued by another state or by the federal government, one of which must be a photo ID.

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

Applicants who live outside of South Carolina may have their fingerprints completed manually by an accredited police department in their area. Out-of-state applicants must request a fingerprint card from the Office of Educator Services via phone, web, or email then submit the completed card with a check or money order for \$53.25 payable to "MorphoTrust USA LLC" to:

MorphoTrust USA LLC  
ATTN: Card Scan Department  
3051 Hollis Drive  
Suite 310  
Springfield, IL 62704

Please note that law enforcement agencies in some states may not offer manual fingerprinting services. Should you find that you are unable to complete the manual process described above, please complete this requirement electronically upon your re-location to South Carolina.