



State of South Carolina

Department of Social Services

Policies and Guidelines: Child Welfare Services

Subject	1652 SLED and FBI Fingerprint-Based Background Checks
Authority	S.C. Code of Laws § 43-1-80 S.C. Code of Laws § 63-7-2340 S.C. Code of Laws § 63-7-2350 S.C. Code of Laws § 63-11-70
Standards	Guiding Principles and Standards (GPS) Practice Model
Application	All Child Welfare Services Staff
Purpose	
To provide guidance to Child Welfare Services staff on the procedures and requirements when obtaining fingerprint-based background checks for individuals defined in S.C. Code of Laws Sections 63-7-2340, 63-7-2350, and 63-11-70.	
Policy Statement	
Prior to fingerprint registration, DSS Form 1081: Privacy Rights and DSS Form 1083: Privacy Act Statement must be provided to any individual, 18 years of age or older, required to undergo South Carolina Law Enforcement Division (SLED)/Federal Bureau of Investigation (FBI) fingerprint-based background checks as listed below:	
1. Licensure as a foster parent (those managed by DSS and Child Placing Agencies); 2. Approval for adoption placement; 3. Approval as a prospective legal guardian for a child in DSS custody; 4. Individuals 18 years of age or older who reside in the home of a prospective foster parent, approved adoptive placement, or legal guardian; and 5. Employment or volunteer role with direct, unsupervised, contact with children under the age of 18 in a Child Placing Agency, Qualified Residential Treatment Program, residential facility, group care facility, or a contracted service provider.	
Policy Administration	
The Division of Child Welfare Services, Office of Permanency, is the owner of this policy. The Director, or designee, shall review this policy annually from the date published in the Child Welfare Services Policy Manual, or as needed due to changes in law or practice.	
Policy Guidelines	
A. Fingerprinting Procedures	1. Prior to scheduling a fingerprint appointment, DSS and Child Placing Agency (CPA) case managers or designated CPA or group home facility representatives must provide DSS Form 1081 and DSS Form 1083 to all prospective foster care, adoption, and group home applicants.

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	a. The applicant must read, sign, and date DSS Form 1081 and DSS Form 1083. 2. DSS or CPA case managers or designated CPA or group home facility representatives shall retain and/or forward DSS Form 1081 and DSS Form 1083 to the respective DSS regional licensing office where they are maintained in accordance with applicable agency policies, procedures, and state and federal laws and regulations. 3. In addition, SLED and the FBI require an application be submitted for licensure, adoption placement approval, or volunteer services prior to being fingerprinted as proof of authorization for fingerprint services to include: a. The individual's name; b. The individual's signature; and c. The date the application was completed. 4. When registering for fingerprinting, applicants must provide a valid government issued social security number (SSN). No alternative numbers can be provided instead of the SSN. 5. Applicants may be digitally fingerprinted or utilize a physical card processing service.
B. Fingerprint Types	1. Digital Fingerprints a. Applicants may schedule fingerprint appointments online at https://sc.ibtfingerprint.com/ or via telephone to the SC Customer Service Center at (866)-254-2366. b. Under enrollment services, the applicants must select digital fingerprinting to schedule their appointments. c. Once an applicant has entered required information such as the Originating Agency Identifier (ORI), the facility, agency service code, Originating Case Agency (OCA), fingerprint reason, and has agreed to the privacy consent forms, the applicant will be able to select the closest printing location for the appointment. Upon submission, the applicant will be provided an Iden-toGO registration confirmation form which includes the appointment date/time, location for the live scan site, registration ID, and additional application details. d. The Enrollment Officer at the site will verify the applicant's information, check ID (e.g., a valid South Carolina Driver's License or two forms of state, federal, or international picture ID), collect/verify payment, capture fingerprints, and submit data. Once completed, the applicant will be provided with a receipt which includes a Transaction Control Number (TCN) number. A new TCN number is generated upon each fingerprint occurrence and serves as an identifying number.

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	e. Once processed, the Office of Inspector General (OIG) receives the digital record to conduct a criminal history background investigation. 2. Manual Hard Cards a. Applicants may schedule fingerprint appointments online at https://sc.ibtfingerprint.com/ or via telephone to the SC Customer Service Center at 866-254-2366. b. To register, applicants should select “Register for Fingerprint Card Processing Service” on the Fingerprinting and Enrollment Services page. To register, applicants should select “Register for Fingerprint Card Processing Service” on the Fingerprinting and Enrollment Services page. This will identify that a hard card will be completed and mailed to IdentoGO for conversion to an electronic fingerprint record. The applicant must print the IdentoGO registration form. The form should include a barcode with a registration number. c. Applicants who reside out-of-state should obtain two sets of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. The fingerprint cards, either traditionally ink rolled or electronically captured, must be submitted on standard FBI applicant cards (FD-258). d. In cases where in-state applicants are bedridden or physically unable to be digitally fingerprinted, an OIG Background Investigator will accommodate the applicants by rolling their fingerprints at the applicant’s residence. i. If the OIG Background Investigator determines the applicant is an amputee or their hands/fingers are severely deformed making them incapable of being printed, the OIG must request a name-based search from the FBI and SLED. e. The out-of-state hard cards and the IdentoGO registration must be mailed to the address listed below: i. SCDSS Office of Inspector General 1628 Browning Road, Suite 200-2 Columbia, SC 29210 f. The OIG will send the fingerprint cards and IdentoGO registration form to the IdentoGO – Cardscan Department – SC Program in Tennessee. g. Once processed, the OIG receives the digital record to conduct a criminal history background investigation. 3. Once the OIG has reviewed the criminal history background investigation, they will send the results to the identified program areas (e.g., Foster Care, Adoptions, Group Home Licensing, or Foster Home Licensing).
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C. Fingerprint Rejection	1. Fingerprints may be rejected for various reasons, including worn fingerprints, faulty fingerprinting, etc. The OIG receives notification from SLED if fingerprint cards or digital fingerprints are rejected. 2. Upon receiving an initial fingerprint rejection notification, a designated OIG Background Investigator sends a letter to the requesting facility or licensing entity to request the applicant be re-fingerprinted. The letter shall include an Employer Identification Number (EIN) required for re-registering the applicant for the second fingerprinting. 3. Per FBI policy, if fingerprints are rejected twice, the name-based search is performed simultaneously with the second fingerprinting. 4. Once the results of the name-based search have been received, the OIG will complete the criminal history background investigation. Written correspondence will then be sent to the requesting facility or licensing entity indicating the applicant's eligibility status.
D. IdentoGO Corporate Enrollment Centers	IdentoGO Corporate Enrollment Centers are located in the following cities in South Carolina: • Columbia, Mount Pleasant, Greenville, Florence, North Augusta, Myrtle Beach, and Rock Hill.
E. Host Sites	1. IdentoGO host sites provide convenient, secure, environments for live scan fingerprinting services. The permanent host sites are operational once monthly; and in higher volume areas, the permanent host sites are operational multiple times a month. 2. Host site locations and hours of operation are subject to change to accommodate stakeholders. 3. A full up-to-date list of host sites is available on IdentoGO's website at https://www.identogo.com/locations. 4. All questions should be directed to the SC Customer Service Center at 866-254-2366.
F. Mobile Services	1. IDEMIA/IdentoGO can offer mobile services for groups with 20 applicants or more. 2. For additional information, please contact IDEMIA at 1-866-254-2366 or via email at statemobileservices@us.idemia.com.

Forms and Resources	DSS Form 1081: Privacy Rights DSS Form 1083: Privacy Act Statement
Related Management Reports	

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Glossary
N/A