



## South Carolina Law Enforcement Division

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

*Henry D. McMaster, Governor*  
*Mark A. Keel, Chief*

*Tel: (803) 737-9000*

Tuesday, August 23, 2023

**To:** SCDHEC – Facility Points of Contact  
**From:** Major Charles M. Coats, Jr.  
Director of SLED-CJIS  
**Re:** Civil Applicant Fingerprint Processing

In accordance with the FBI CJIS Security Policy and Compact requirements, all entities authorized to request and receive Criminal History Record Information (CHRI), or eligibility determinations based on CHRI, must provide a sufficient reason to substantiate the request. To satisfy policy and audit requirements, the South Carolina Department of Health and Environmental Control (SC DHEC) must be able to produce documentation showing a valid relationship existed between a requesting facility and the corresponding applicant at the time of fingerprinting. Based on the approved reason for fingerprinting under SCCA § 44-7-2910, acceptable documentation includes an application for employment at the facility or proof of current employment at the facility.

Therefore, prior to a facility sending an authorized applicant to be fingerprinted, the facility must submit to SC DHEC, by whatever method SC DHEC requires, documentation meeting the above-mentioned criteria. Submission of fingerprints prior to, or without, proper documentation will be considered an unauthorized request and therefore noncompliant for audit purposes.

Please direct any questions regarding authorized CHRI access to the South Carolina Law Enforcement Division (SLED) Non-Criminal Justice Information Services (NCJIS) Unit.

NCJIS Auditor/Trainer

Jessica Arthur  
803-542-6772

[jarthur@sled.sc.gov](mailto:jarthur@sled.sc.gov)

NCJIS Auditor/Trainer

Emily Hesse  
803-896-9275

[ehesse@sled.sc.gov](mailto:ehesse@sled.sc.gov)

NCJIS Manager

Madelynn McCarty  
803-896-2277

[mmccarty@sled.sc.gov](mailto:mmccarty@sled.sc.gov)



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