



FBI Clearance Check

The following is provided as a guide to complete your FBI Background Check. If you have any questions, please call Stephanie Sumner at 803.935.5027 ext:2 or by emailing us at training@screspite.org.

TIPS AND IMPORTANT REMINDERS:

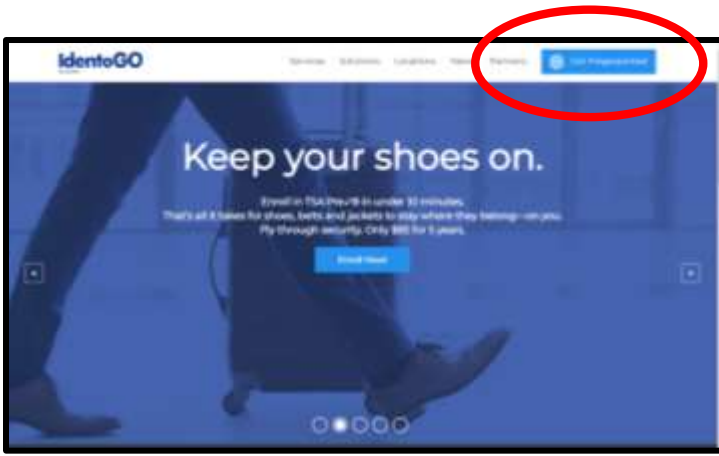
- Fingerprints cannot be taken at your local law enforcement office; they must be completed with Identogo. Appointments are scheduled through <https://www.identogo.com/>
- Results may take 2 – 3 weeks to be received at the SC Respite Coalition.
- Before making your appointment, ensure you have the following information with you regarding the family you will provide care giving for (your employer):
 - Name, Address, and Phone Number
- Please be sure to use the proper code when prompted or your report will not be received. ***You will not be informed if the wrong code was selected.***

When Prompted, Ensure to Use Code:

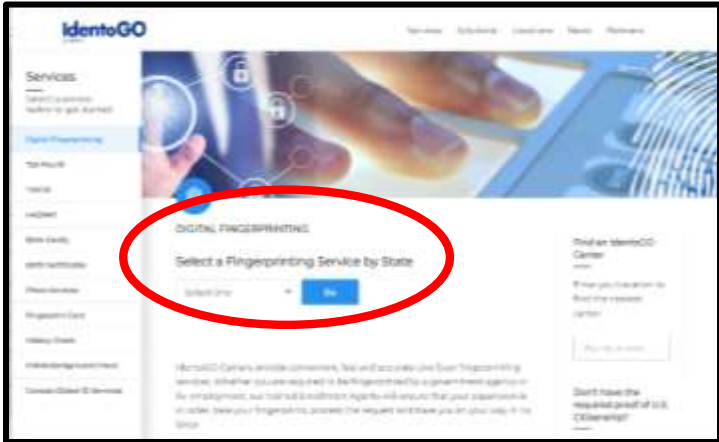
DHEC: Disabilities & Special Needs Facility Employee ORI-SCDHEC03Z

A screenshot of the 'Application Details' form. The title 'Application Details' is at the top. Below it, there is a paragraph of instructions: 'Select the application type or agency ORI number from the list below. Typically the ORI number is located near the bottom of the application form. If you need assistance, please contact the Identogo customer service center at 886-254-2386.' Below the text is a dropdown menu with the selected option 'DHEC: Disabilities & Special Needs Facility Employee ORI-SCDHEC03Z'. To the right of the dropdown is a blue 'Go' button.A screenshot of the 'Application Details' form. The title 'Application Details' is at the top. Below it, there is a paragraph of instructions: 'Enter the Facility numbers for the facilities that you are authorized to sign the license application for whereby the background check will be applicable based on the effective and expiration date for each license.' Below the text is a dropdown menu with the selected option 'Temporary Employee'. To the right of the dropdown is a blue 'Go' button. Below the dropdown menu is a blue 'Back' button.

- When Prompted for “Employee Type”, Select: **TEMPORARY EMPLOYEE**
- **Please email (training@screspite.org) your registration confirmation** when your prints are scheduled.
- **Send us a copy of your receipt (you save the original) immediately following your appointment.** This is time sensitive, and delay will result in the need for the receipt to be reprinted at an additional cost and processing delay.
 - To email the receipt copy: training@screspite.org
 - To mail the receipt copy: PO Box 493, Columbia SC 29202



Select GET FINGERPRINTS from main page of www.identigo.com

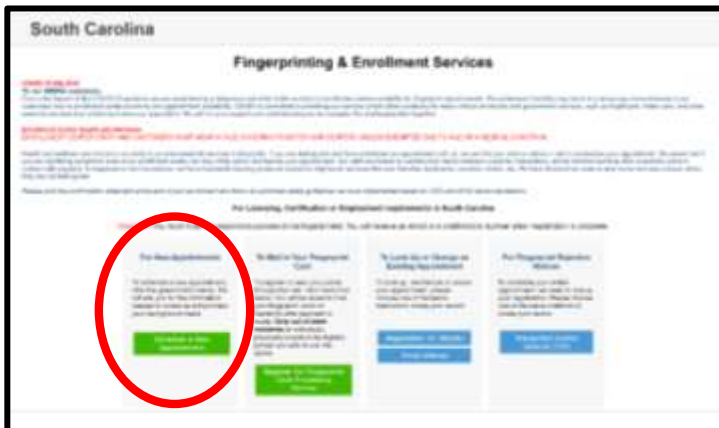


On the next page use the drop down to select: SOUTH CAROLINA

*If you currently reside in another state, please contact SCRC for further instructions.



On the next page, bottom left, select: DIGITAL FINGERPRINTING



On the next page, bottom left, select: For New Appointments