



REVISED PROCEDURES FOR NAME BASED CRIMINAL RECORDS CHECKS

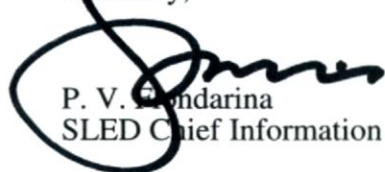
MAY 13, 2009

On July 1, 2009, SLED will begin revised procedures for name based criminal records checks (CATCH - Citizen Access to Criminal Histories). Unfortunately, changes are needed due to recent budget cuts. These procedures are:

- As of July 1, 2009, billing is no longer a payment option for businesses, individuals, governmental agencies (local, state, and federal), and charitable organizations performing records checks.
- As of July 1, 2009, the only acceptable forms of payment for records checks submitted by internet will be credit cards. The cost will remain \$25 (standard) or \$8 (charitable organizations) by internet.
- As of July 1, 2009, the only acceptable forms of payment for records checks submitted by mail are business checks (South Carolina only), certified checks, cashier's checks, and money orders payable to SLED.
- Documentation of charitable status is needed to obtain reduced fee criminal records checks by internet or mail.
- Existing charitable accounts without acceptable proof of status for reduced fees will be closed immediately.
- As of July 1, 2009, remaining charitable accounts will be used to verify status for reduced fees, not billing.
- For reduced fee verification, you must submit proof of charitable status to SLED along with your completed application form. Proof of IRS Section 501(c)(3) status or a copy of an applicable statute is required.
- Effective immediately, any account deposits in SLED's possession are being returned to the account holder. Note: Only new accounts since February 2009 were required to submit deposits.
- If you have questions, you may contact Millie Galloway at mgalloway@sled.sc.gov or (803) 896-7142.

I appreciate your cooperation in this matter.

Sincerely,



P. V. Gondarina
SLED Chief Information Officer