

## FAQ

### CRIMINAL RECORD CHECKS

Q: I need my record check today; may I come to your office and purchase one while I wait?

A: We apologize for any inconvenience; however, our office has been closed to the public for three years due to the reduction in personnel and over whelming volume of correspondence. To obtain your record check please click the following link. [www.sled.sc.gov](http://www.sled.sc.gov)

Q: How may I have my criminal record check notarized or certified?

A: Criminal record checks cannot be notarized or certified by using our website. You must forward your request by mail to: SLED Records Department, P. O. Box 21398, Columbia, SC 29221 with name, date of birth and social security number (not required) and a cover letter indicating that you will need your record check notarized and/or certified. *You must enclose a self addressed stamped envelope for the return of your request.*

Q: Is there an extra charge to have my criminal history background check notarized or certified?

A: No, there is no extra fee for this service.

### EXPUNGEMENTS

Q: How do I begin to have a charge expunged from my record or find out if a charge is eligible for expungement?

A: SLED has no authority to start the expungement process or remove charges from a criminal record without a Court Order of Destruction (Expungement Order) from the court of jurisdiction. You will need to apply with the solicitor's office in the county of the arrest(s) for an expungement order. They will be able to assist you with your questions.

Q: May I fax or bring my order to your agency for a faster processing time?

A: No, we cannot accept orders by fax and our office has been closed to the public for three years due to a reduction of personnel and the over whelming volume of correspondence.

Q: I have a job interview in a few weeks, can I request that my expungement be processed right away?

A: If you need your expungement order expedited, you will need to purchase a SLED record check via the SLED website: [www.sled.sc.gov](http://www.sled.sc.gov) or if you have purchased one within the last 60 days, you may forward that record check, with a copy of your expungement order(s) (keep original for your files) and a self addressed stamped envelope to SLED Records, ATTN: Expungements, P. O. Box 21398, Columbia, SC 29221. We will expedite your order(s) and send you an updated record check as confirmation of expungement.

Q: Will SLED send me confirmation when my expungement order(s) has been processed?

A: No, due to the high volume we are unable to confirm when an expungement order has been processed. If you wish confirmation you will need to purchase your criminal record via the SLED website [www.sled.sc.gov](http://www.sled.sc.gov) or by mail.