



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

TO: Licensed Private Security Companies
Licensed Private Investigators and Private Investigation Companies
Concealed Weapons Permit (CWP) Instructors

FROM: SLED Regulatory Services Instructions for New SLED

RE: Credentialing System

Beginning April 6, 2015, the S.C. Law Enforcement Division (SLED) will implement a new credentialing system for all licensed private security officers, private investigators, and CWP instructors.

The only change to the application process for licensing and/or registration will be the requirement to send a digital photograph to SLED as indicated below. Credentials for licensed/registered applicants will not be issued until an appropriate photograph is received. SLED will not be responsible for licensing delays which occur as a result of failure to submit photographs as required.

Digital photographs must be current (within 6 months). For proper identification, the digital photograph file name shall be the applicant's **full** name with the last name first followed by the last four digits of the applicant's social security number and the type of license/registration being applied for.

Examples: Doe.John.Joseph.1234.Security
Doe.John.Joseph.1234.PI
Doe.John.Joseph.1234.CWP

The photograph must be in *jpeg (.jpg) format.

Photographs can be submitted to SLED in one of the following ways:

- Via email to RegLicense@sled.sc.gov (**Please indicate the type of license sought in the email's subject line**)
- Via a Secure File Transfer Protocol (SFTP) server (contact the SLED Information Technology Help Desk at 803-896-8588 for specific instructions on this method).

Photographs sent in any other manner (paper, polaroid, etc.) will not be accepted. Submittal of digital photographs will be required for all new and renewal applications and for each type of license/registration held.

For questions regarding this process, please contact SLED Regulatory Services at 803-896-7182.



An Accredited Law Enforcement Agency

