



# Step by Step: CRIMINAL VIOLATIONS



If you think your identity was used by a criminal when they were issued a citation, arrested and/or charges with a crime, pull your state criminal record from the South Carolina Law Enforcement Division (SLED). Then run a federal criminal background check from the FBI on yourself. These background checks will help you to see how much incorrect criminal information is tied to your name.

## HOW TO CLEAR YOUR NAME OF CRIMINAL CHARGES

### STEP BY STEP:

### NOTES:

- Run a state AND federal background check on yourself.

SLED  
(803) 896-1443  
Visit [www.sled.sc.gov](http://www.sled.sc.gov) and click  
"Criminal Records Check"

FBI  
(304) 625-5590 (Customer Service)  
Visit [www.fbi.gov](http://www.fbi.gov) and click  
"Background Checks"

**If you find inaccurate criminal information:**

- Request a challenge packet from SLED by calling (803) 896-7005, choose option 5.
- Submit a challenge letter to:  
FBI-CJIS Division  
ATTN: Criminal History Analysis Team 1  
100 Custer Hollow Rd.  
Clarksburg, WV 26306

- Contact the law enforcement agency that arrested the identity thief.

- Report the misuse of your information.

**You may need to provide copies of your fingerprints, photograph and identifying documents.**

- Ask the law enforcement agency to:
  - compare your information to the imposters.
  - change all records from your name to the imposter's name.
  - give you a "clearance letter" or "certificate of release" to declare your innocence.
- If you learn who the identity thief is, ask the criminal records database manager(s) to change the "key name" in the database to the identity thief's name (or John Doe if you don't know who the thief is).

**The information used will be added to your state's criminal database and also may be added to a national criminal database.**

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# HOW TO REPORT STOLEN CHECK/ACCOUNT NUMBER MISUSE

## STEP BY STEP:

## NOTES:

Contact the clerk of court in the area that the thief committed the crime or where the arrest or conviction happened.

Ask the clerk what steps you need to take to clear your name.  
 Provide proof of your identity.  
 Ask the court for a "certificate of clearance" that declares you are innocent.

Visit [www.sccourts.org](http://www.sccourts.org) for county by county information.

Consider hiring a lawyer.

SC Bar Lawyer Referral Service, "Find a Lawyer"  
 1 (800) 868-2284  
[www.sctbar.org](http://www.sctbar.org), click on "Need a Lawyer?"

SC Legal Services (For free or reduced fee legal services. You must meet income requirements to qualify.)  
 1 (888) 346-5592  
[www.sclegal.org](http://www.sclegal.org)

Consider hiring a lawyer.

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Ask the law enforcement agency that arrested the thief for the names of the information brokers who buy their records.  
 Write to the brokers; ask them to remove errors from your file.

ChoicePoint, [www.choicetrust.com](http://www.choicetrust.com)  
 Click "Access Your Personal Information"

LexisNexis, [www.lexisnexis.com/privacy/for-consumers](http://www.lexisnexis.com/privacy/for-consumers)  
 Click "Obtain Copies of Information About Yourself"

# ADDITIONAL STEPS

## STEP BY STEP:

## NOTES:

Request your credit reports.

Find additional information on page 1 of your toolkit.

Place a fraud alert.

Find additional information on page 2 of your toolkit.

Consider a security freeze.

Find additional information on page 1 of your toolkit.

Update your files.

Record the dates you made calls or sent letters.

Keep copies of letters in your files.

**Remember to get written confirmation of resolutions made by phone.**

For more information on filing a complaint or reporting a scam, visit [www.consumer.sc.gov](http://www.consumer.sc.gov) and "How Do I..."



South Carolina Department of Consumer Affairs  
 293 Greystone Blvd., Ste. 400 • PO Box 5757 • Columbia, SC 29250  
 (800) 922-1594 • [www.consumer.sc.gov](http://www.consumer.sc.gov)

