



STATE OF SOUTH CAROLINA  
DEPARTMENT OF CONSUMER AFFAIRS



PAWNBROKER  
CRIMINAL BACKGROUND CHECK INSTRUCTIONS

**Mailing Address**

P.O. Box 5757  
Columbia, SC 29250-5757

[www.consumer.sc.gov](http://www.consumer.sc.gov)

803-734-4249/800-922-1594

**Street Address**

293 Greystone Blvd., Ste. 400  
Columbia, SC 29210-8004

Effective June 9, 2016, a criminal history background check must be completed by all proposed owners, partners, members, officers, directors, employees, and other persons occupying a similar status or otherwise directly or indirectly controlling the pawnshop. S.C. Code Ann. § 40-39-20(C)(1). Pawnbrokers have two options. **For either option, during the 2018 renewal, the pawnbroker must submit a Third Party Criminal Background Check Attestation Form to the Department.**

**1. The pawnbroker can conduct the national criminal records check through a third party provider.** The pawnbroker will receive the results of the background check. The pawnbroker must retain a copy of the background check results in a secure manner so that the information can be verified by the Department when needed.

**OR**

**2. The pawnbroker can instruct the person to go to a local Identigo office to provide fingerprints.** The results will be provided directly and securely to the Department. The cost is \$50.50. The instructions for South Carolina residents are as follows:

Fingerprinting Appointment Instructions

1. Have information with you such as the Department's identification number (ORI SC920125Z), the reason you're being fingerprinted, and payment method.
2. Click on <https://sc.ibtfingerprint.com/> or call toll-free at (866)254-2366 to schedule an appointment.
3. Arrive at the facility at your appointed time. You must also bring payment in the form selected if your fee was not paid when scheduling the appointment.
4. Bring the following with you to your fingerprinting appointment: valid South Carolina driver's license or ID card. **If you don't have a current SC driver's license or ID card, you must provide at least two (2) secondary forms of identification such as Social Security Card, passport, birth certificate, marriage license, etc., one of which must be a photo ID.**
5. The technician will scan your fingerprints and submit your data. This normally takes less than five minutes.
6. You will receive a signed receipt at the end of your fingerprinting session, a copy of which can be submitted to the Department for proof of fingerprinting, if needed.
7. The results will be sent directly to the agency listed on the registration form.