



Serendipity Kids Ranch, Inc.

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CRIMINAL RECORD BACKGROUND CHECK BASIC INSTRUCTIONS

What must be done to complete the check and meet the Law and Rules:

1. Mandatory Notice and Prior Conviction Statement
2. Fingerprint Card
3. Local or County Criminal Record Report – Each employee must obtain a certified criminal record check from the county in which they reside. The county of residence must be consistent with the provider's current address as shown on the other forms. This type of record check is also known as a "certified name check." The record check must reflect the employee's legal and current first and last name and must be consistent with the name written on all other criminal record check forms. Employees who are out of state residents must get a certified report from the Clerk of Court of the Circuit or District Court in their county of residence, or the State Repository office for their state. South Carolina residents may contact the State Law Enforcement Division at www.sled.state.sc.us.
4. Identifying Information Form. Each child care employee must complete and submit an original identifying Form DHHS-004 (Bubble Form).
5. Applicant Information Form