HOW TO OBTAIN A SOUTH CAROLINA LAW ENFORCEMENT
DIVISION (SLED)
CRIMINAL HISTORY REPORT

REQUEST METHOD

To obtain a SLED Report, you must submit a request to the South Carolina Law Enforcement Division by using one of the following methods:

Telephone Request:  (803) 737-9000
Mail:   South Carolina Law Enforcement Division
        P.O. Box 21398
        Columbia, SC  29221-1398
Web:   www.sled.sc.gov

INFORMATION NEEDED

According to South Carolina State Law, the following information is necessary to process a criminal history search for the Richland County Probate Court:

1.   FULL name (including middle initial and suffixes as well as maiden and other names used)
2.   Current mailing address
3.   Current home phone number with area code
4.   Social Security Number (individual must agree to the use of their social security number for name search)
5.   Driver’s License Number and the State where it was issued
6.   Date of Birth

You must enclose a self-addressed stamped envelope with your request.

COST

There is a $25.00 fee per name, excluding maiden and alias names. The payment must be in the form of a money order, cashier’s check or certified check, personal checks are not accepted.