

Please review the following frequently asked questions regarding fingerprinting and background checks for initial licensure and renewal with the South Carolina Real Estate Commission.

INITIAL LICENSURE

Q: Can I get the fingerprint-based background checks done prior to submitting my application to the SC Real Estate Commission?

A: NO. You will receive instructions on how to get fingerprinted for your background check from a member of staff after the Commission has received your initial exam or reciprocity application. As explained in the instructions you will receive, you only need to get fingerprinted one time. This set of fingerprints will be used for both the state and national fingerprint-based criminal records checks. Due to the privacy requirements for fingerprint background reports, the Commission should not receive and you should not begin the process of obtaining the background check until your application is received.

Q: Do I need to get fingerprinted and have the background checks done separately?

A: You are required to get the following background checks:

Fingerprint-Based Checks:

The state fingerprint-based criminal background check is conducted by the State Law Enforcement Division (SLED), and the national fingerprint-based criminal records check is conducted by the FBI. For both fingerprint-based background checks, information on getting fingerprinted for these background checks will be provided to the initial applicant once the Commission receives their complete application.

Social Security Number-Based Check:

The Commission has approved SR&I to conduct the additional social security number-based criminal records check. After sending their applications to the Commission, applicants can go to the SR&I website (<https://srandi.com/authorize.aspx?P=R52SG9>) and request the social security number-based criminal records check. Upon completion of this report, it will be sent to the Real Estate Commission.

Q: Do I need to get fingerprinted again if I have a CWP, TSA clearance, clearance with another licensing board or other recent criminal background clearance?

A: YES. The SC Real Estate Commission cannot use background checks that were obtained for other licensing, security clearance or weapons permitting purposes.

RENEWALS

Q: When do I need to have my fingerprinting/background check done for my renewal?

A: All licensees who are due to renew in 2021 and 2022 will be required to be fingerprinted and have the background checks conducted. If you are inactive but plan to reactivate again within the next six years after these renewal cycles, it would be of benefit to also get fingerprinted as the Commission will need clearance prior to reactivating. Fingerprinting will be conducted again for all renewing in 2027 and 2028 if still required by law. If you are renewing in one of these cycles, please wait until instructions have gone out to begin fingerprinting. Please do not get fingerprinted in 2021 if you are not due to renew until the 2022 renewal cycle as clearance dates will be important in auditing compliance.

Q: What happens if I renew and do not get fingerprinted/background check?

A: At the end of the renewal cycle, all who renewed as “Active” in the cycle year will be audited to determine if they received background check clearance. If you did not, your license will be placed on inactive status. You will need clearance before your license can be reactivated. If you are inactive going into renewals, you are not required to be fingerprinted and get the background checks to remain inactive but will need the clearance prior to reactivation.

Q: What if I need to renew as active but cannot get a fingerprint appointment prior to my expiration date?

A: The renewal questionnaire will ask if you have gotten fingerprinted. If you have not, select “NO”. It will then ask if you would like to be placed on inactive status. If you need to remain active, select “NO” again. You will be allowed to proceed with active renewal, however, please be sure to get your fingerprint clearance done as soon as you are able. Final audit of compliance will be done at the close of renewals. Licensees may renew with late fees until the last day of the sixth month after the expiration date, which is usually December 31st of the renewal year. If not in compliance with the fingerprint clearance at the end of renewals, your license may be placed on inactive status until you are able to get background check clearance. Please retain proof of registration for fingerprinting and your TCN number from Identigo.

Q: I have been licensed for a long time and I’m exempt from CE, do I have to get fingerprinted/background check?

A: YES. Your CE exemption does not exempt you from the fingerprinting and background check requirements under the current law.

Q: My renewal cycle is starting soon, and others say they have gotten instructions. Why didn't I receive them and what do I need to do?

A: Make sure your contact information is current with the Commission. This includes your email address and residential address. The Commission should have your personal contact information linked to your personal license account and not your company information.

Licensees often change companies and lose access to recover LLR logins and miss important communications. The Commission strongly encourages licensees to use a permanent personal email address rather than a brokerage or management company email address. If you need to update your email address, please follow the instructions in the login help document linked below.

- [Account Login Help](#)
- [Change Address](#)

Q: Do I need to get fingerprinted and have the background checks done separately?

A: NO. You will only need to have the fingerprinting done in accordance with the instructions you receive. The fingerprinting is done so that background reports may be processed and submitted to the SC Real Estate Commission from the FBI and SLED. You do not need to do anything separately other than follow the instructions for fingerprint registration and processing through the provider. Payments to the provider will cover the processing and reporting by the appropriate law enforcement agencies.

Q: Do I need to get fingerprinted again if I have a CWP, TSA clearance, clearance with another licensing board or other recent criminal background clearance?

A: YES. The SC Real Estate Commission cannot use background checks that were obtained for other licensing, security clearance or weapons permitting purposes.

If you have additional background check questions that are not answered by this FAQ, please email us at Contact.REC@llr.sc.gov.