

South Carolina Department of Social Services  
P.O. Box 1520 • Columbia, South Carolina 29202

Date: \_\_\_\_\_

**CONFIDENTIAL**

**PLEASE SUBMIT IN DUPLICATE AND COMPLETE  
ALL BLANKS TO AVOID RETURN AND DELAY.**

**MEMORANDUM**

To: Special Agent in Charge of Investigations and Criminal Records  
Division of Investigation

**BILLIE HARDEE HOME FOR BOYS  
PO Box 617  
Darlington, SC 29540**

*Wayne G. Chapman*  
Authorized Signature

Thru: \_\_\_\_\_  
Authorized Signature

From: \_\_\_\_\_  
Requester

\_\_\_\_\_  
Division/Office/Unit Name

\_\_\_\_\_  
Division/Office/Unit

**Subject: Request for Criminal Background Check**

Reason: Employment

**This portion is to be filled out by applicant only.**

Request that a criminal background check of the files of the South Carolina Law Enforcement Division be made for the following person:

\_\_\_\_\_  
Last Name Middle Initial First Name

\_\_\_\_\_  
Social Security Number (When Social Security Number is used as search criteria; signature must be affixed below.)

\_\_\_\_\_  
Sex Race Date of Birth

Have you ever been convicted of a crime?  Yes  No If yes, where \_\_\_\_\_  
and when \_\_\_\_\_?  
Date City, State

I understand that the above information will be used to conduct a criminal records check and I give my permission for a criminal records check to be done through the South Carolina Law Enforcement Division or any other law enforcement agency.

**Search Results:**

No Record Found \_\_\_\_\_

Record Found (See Attached) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Any criminal history information received is confidential and is not to be disseminated or used for other than the reason requested.**