

Steps for completing a SLED background check (with a credit/debit card):

In addition to following the steps below, please watch this "How To Video" by clicking [here](#).

Please note: It is important to read the entire set of directions before proceeding.

1. At a computer with a working printer, go to the following website:

<https://catch.sled.sc.gov/>

2. You will be asked to read the information and "agree" to the terms and conditions.

3. On the next page, you will be asked if you are eligible for reduced fees. The answer is "Not Eligible."

4. On the next page, you will be asked to provide the following REQUIRED information: Your **LAST NAME, FIRST NAME, MIDDLE NAME** (same as on your birth certificate or marriage license), **DATE OF BIRTH** (note: Year, month, day—in that order—no hyphens), **GENDER** and **SS#** and then click submit. The form you are completing marks the SS# as optional, but it is not optional for FMU, it must be included. **Without all of the required information, your SLED clearance will not be accepted.**

5. The next page asks for credit card information.

6. At the end, you will be shown a form to print/save. The page will have a stamp at the top that indicates No Record Found or Arrest Record Found. That form must match your name and date of birth found on your FMU records and LiveText and must be uploaded to the placement form and approved by the Coordinator of Field Experiences before a field placement can be initiated.

Please note: Due to district and university policies, candidates with ANY pending legal issue WILL NOT be placed until the issue has been completely resolved. Once a resolution has been confirmed, depending on the outcome of the legal situation, the Office of Field and Clinical Experiences will be able to advise each candidate.

An electronic copy of this reports needs to be saved to that it can be provided with the submission of the appropriate application.

You can save your report the following ways.

Option One - Take a screen shot of the application (ctrl+prt sc), paste it into word or pant and save the document.

Option Two - Press Ctrl+P (or print) change your printer to "save to PDF". Save the document.

****Be sure to save the document in a place that you will be able to retrieve it when you are ready to upload!**