South Carolina Department of Labor, Licensing and Regulation
Division of Fire and Life Safety • Office of State Fire Marshal
141 Monticello Trail Columbia, S.C. 29203
Phone: 803-896-9800 • www.scfiremarshal.llronline.com

Firefighter Registration
Name Based Criminal Records Check Request

The "South Carolina Firefighters Employment and Registration Act" requires a criminal records check prior to employment of a paid or volunteer firefighter. No later than 60 days after the start of his employment date as a paid or volunteer firefighter, each firefighter must be registered with the Office of the State Fire Marshal (OSFM) by his fire chief or other employer. The criminal background check must be conducted before registration.

After June 30, 2001, a person may not perform firefighting duties in South Carolina if the person has been convicted of, or pled guilty to, or pled nolo contendere to: (a) a felony; (b) arson or another offense provided in Article 3, Chapter 11 of Title 16; or (c) an offense involving a controlled substance as provided for in Chapter 53 of Title 44. The prohibition applies for 10 years after the conviction or plea of guilty or nolo contendere.

After the expiration of the 10-year period, a fire chief or other employer may determine whether to allow a person with a criminal record to perform firefighting duties; except no person may volunteer as a firefighter, be employed as a firefighter, or perform firefighting duties if he has been convicted of, pled guilty to, or pled nolo contendere to arson.

A firefighter who works for or serves more than one fire department must be registered by each department. A firefighter previously registered with the Office of the State Fire Marshal, but not actively engaged with a fire department or as a firefighter for a period of six months, must apply for registration and must submit a criminal records check. Firefighters that are being reinstated to their last registered department within a period of not more than three years are exempted.

If a firefighter becomes separated from employment or membership or becomes inactive, the fire chief or other employer within 60 days must notify the OSFM of the firefighter's separation or inactive status. Notification of separation of a firefighter from employment must be on a form as provided by the OSFM.

This does not apply to individuals engaged in firefighting duties during a declared state of emergency.

***Note**: This criminal records check request should be completed only on the firefighter being hired, and is not to be used as a screening tool. Accountability for these requests will be based on Firefighter Registration Records. Missing information may result in a background check that cannot be completed.*

BACKGROUND REQUEST FOR: Request Date: _____

Name: _____ _____ _____
First Middle Last

Also know as and/or maiden name(s):_____

Gender: ☐Male ☐Female **SSN**: _____ **Date of Birth**: _____

REQUESTED BY: Fire Chief ☐ or Other Employer ☐

The fire chief or other employer must ensure that a prospective firefighter undergoes a criminal record check conducted by a law enforcement agency. A **"fire chief"** means the highest ranking officer or official in charge of a fire department, whether or not called by some other title. An **"employer"** means any fire department or other entity which puts an individual or employee in service as a firefighter or assigns any person to work or to official duties as a firefighter whether or not the firefighter receives financial compensation.

Name: _____ _____
Email to forward OSFM response and future information

Department:_____ FDID#: _____

Phone: _____ Fax: _____

Mailing Address: _____
_____