



Effective: March 19, 2012

MEMORANDUM

TO: Administrators of Nursing Homes and Community Residential Care Facilities

FROM: Dennis L. Gibbs, Chief
Bureau of Health Facilities Regulation

SUBJECT: Procedures for Criminal Records Checks Required for Owners of a Nursing Home and/or Community Residential Care Licensure

Attached to this memorandum are the revised procedures that outline the steps for conducting background checks for individuals authorized to sign the license application for a nursing home or a community residential care facility.

The enclosures to this memorandum will explain in detail the individuals who are required to have a background check and the procedure for having a background check conducted. Following the procedures and requirements described in the enclosures will facilitate the background check process required by Section 44-7-264 of the South Carolina Code of Laws. Fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI).

Should you have any questions, please contact the Bureau of Health Facilities Regulation in writing at the above address located beneath our logo, by phone at (803) 545-4370, or by e-mail at FORDSR@dhec.sc.gov.

DG:JR:jr

Enclosures:

1. Procedures for Criminal Records Checks Required for Nursing Home and Community Residential Care Licensure
2. Application for Electronic Fingerprint Scan

(Both 1 and 2 above are located on the Web at <http://www.scdhec.gov/health/licen/crc.htm>)