

SOUTH CAROLINA DEPARTMENT OF INSURANCE (SCDOI) APPEAL PROCESS

For Criminal History Record Information Challenge or Correction

Pursuant to Federal statute, an individual may challenge the accuracy or completeness of any entry on his or her Criminal History Record Information (CHRI) response returned. Applicants wishing to challenge or correct his or her record must:

- Request an appointment with the SCDOI within 90 days of having any CHRI response reported to him or her, if not proclaimed at the time of denial.
- From such time that an appointment has been requested, be given 90 days to rectify any questioned information within his or her record.

Upon verifying applicant authenticity, the SCDOI will allow any applicant to view his or her CHRI response upon request. Wherein, it will be the applicant's responsibility to make contact directly to the agency which contributed to the information in question.

Any challenge or correction progress conducted beyond the allotted time frame provided will only be considered at the discretion of the SCDOI on a case-by-case basis.

If the applicant is unable to resolve the information in question through this method, he or she may contact for an:

Out of State Record:

Contact directly and make application to the FBI Criminal Justice Information Services (CJIS) Division, Attn: SCU, Mod. D2 1000 Custer Hollow Road, Clarksburg, WV 26306. Visit the FBI Website for more details, [Rap Sheets \(Identity History Summary Checks\) – FBI](#).

In State Record:

Contact directly the South Carolina Law Enforcement Division (SLED) at (803) 896-1443. Please provide your name, method of contact, and reason behind your challenge or correction request (in detail).

It will be the responsibility of the applicant to keep the SCDOI informed of any progress during this process.

I _____ understand and agree to the terms and conditions set forth. I will work diligently to resolve any questioned information of my CHRI response and report back immediately to the SCDOI. I further acknowledge that I received a copy of this document.

Signature _____

Date _____