

Fingerprinting Instructions

Dear Prospective Adoptive Family:

All families applying to adopt must be fingerprinted as part of the application process. The South Carolina Department of Social Services now requires that all families have their fingerprints taken digitally at one of five locations statewide. Those locations are in Columbia, Rock Hill, Quinby (Florence County), North Charleston, and Greenville.

Attached are instructions for going online and scheduling your appointment to be fingerprinted. Christian Family Services' Facility/Agency ID is **79**.

The SAFE (State Applicant Fingerprint Electronic) form attached is to be filled out so you will have all the information ready that you will need when you go online to make your fingerprinting appointment. Every line should be filled out. Please note that when you are applying online, there are additional options to select for your race than what are listed on the SAFE form. Each adoptive parent must make his or her appointment individually.

Adoptive families must pay for their own fingerprinting, which costs **\$33.25** per person. Payment can be made online by credit card when you schedule your appointment, or you can pay by money order when you have your fingerprints taken. They do not accept cash, personal checks or credit cards on site where the fingerprinting is done.

The attached instructions also include telephone contact information in case you prefer to make your appointment by telephone. Please feel free to call our office if you have any questions.

Sincerely,

Sharon Cole, LMSW
Executive Director