



C. Earl Hunter, Commissioner

*Promoting and protecting the health of the public and the environment.*

## MEMORANDUM

**To:** Licensed EMS Providers  
**From:** Alonzo W. Smith, Director  
**Date:** April 1, 2009  
**Re:** Criminal Background Checks

The Division of EMS and Trauma has received several inquiries recently regarding the amount of time that is permitted between obtaining a criminal background check and the submission of certification/re-certification documentation. The following is the Department's policy regarding this issue:

Criminal background checks will be maintained by the Department for **no more** than thirty (30) days. If the background check is received more than thirty (30) days prior to submission of **complete** documentation of certification/re-certification materials, the applicant will be required to undergo another criminal background check at his or her own expense.

Individuals applying for initial certification at any level must wait until they have successfully passed both the written and practical examination to schedule an appointment for fingerprinting.

The Department has also received calls from individuals and/or licensed providers requesting a copy of the results of an individual's criminal background check. The State Law Enforcement Division requires the Department to destroy this information after we have reviewed it and taken any action that may be necessary. Therefore, this information is not available for distribution outside of the Department.

If you have any questions please contact Mr. Greg Kitchens at 803-545-4333.