

**Request for Refund
For
Firefighter Registration Background Checks**

Effective July 1, 2009, SLED will no longer bill the Office of State Fire Marshal directly for background checks. Those named based criminal records checks are now being handled through the Office of State Fire Marshal.

For those who have processed SLED background checks and have paid for them directly since 7/1/09, you may apply for a refund through this office.

For Refund – Please Submit:

1. A copy of your receipt (or some proof of payment) attached to a copy of the background request check forms.
2. A completed W-9 (just in case you are not already in our system). This form is necessary for our finance department to process the reimbursement.
3. This form completed in its entirety.

For Refund - Complete Info Below:

Date: _____

Department Requesting Reimbursement _____

Fire Department FDID#: _____

Mailing Address _____

City, State, Zip _____

Amount of Request _____

Attach receipt, copy of request & completed W-9. Forward this info for reimbursement to:

**Elizabeth Hardwick
Division of Fire & Life Safety
141 Monticello Trail
Columbia, SC 29203**