

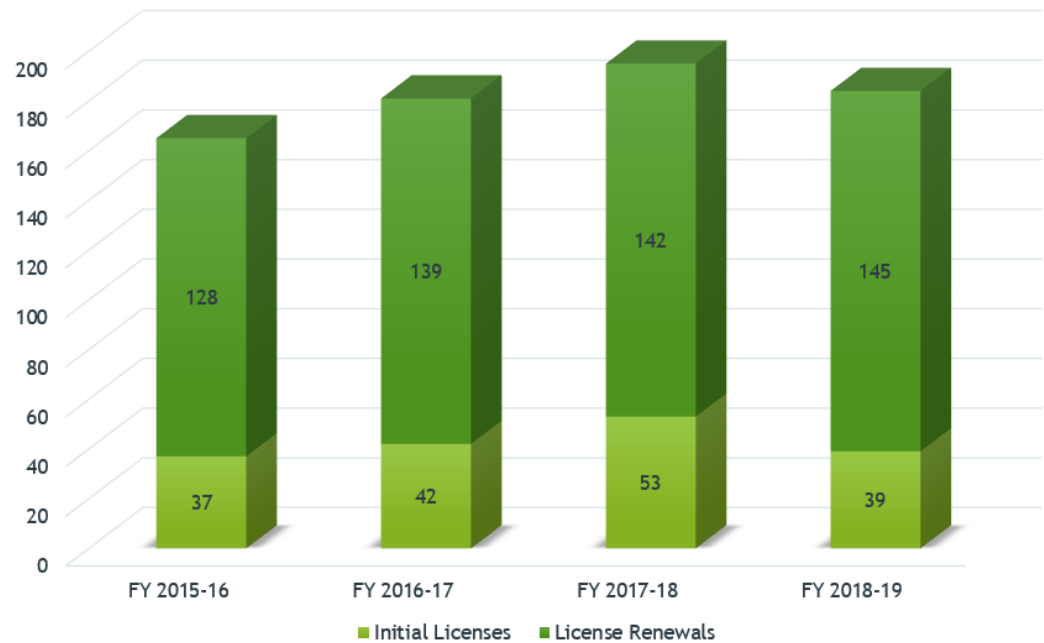
Private Personnel Placement Services Licenses (FY 2015-16 – FY 2018-19)⁹

The Secretary of State’s Office is the state agency responsible for licensing private personnel placement services—also known as employment agencies—in South Carolina. A private personnel placement service includes any person who charges fees (direct or indirect) for: (a) providing information on employment opportunities, (b) procuring or attempting to procure employment for applicants seeking employment, or (c) procuring or attempting to procure employees for employers seeking applicants. Examples of private personnel placement services include: (a) job listing services, (b) employment information centers, (c) executive search firms, (d) outplacement services, (e) career counseling services, and (f) persons who market or advertise personnel services on a third party basis. The definition of “private personnel placement service” does not include: (a) placement offices conducted by professional organizations, including incorporated bar associations, hospitals, and associations of registered nurses, professional engineers, land surveyors, and registered architects, (b) organizations operated by a bona fide nonprofit educational, religious, charitable, or eleemosynary institution, (c) temporary help services, or (d) organizations operated by a governmental entity.

In order to obtain a license for an employment agency, a person must submit an application to the Secretary of State. The application must include verification from a newspaper of the greatest circulation of the county of the applicant’s location that public notice of application has been published at least once. The application must be certified by a South Carolina attorney. The applicant must provide a surety bond in the amount of \$3,000.00, or other security equal to \$25,000.00 in a form approved by the Attorney General and filed with the Secretary of State. The total filing fee is \$300.00 (Application fee--\$200.00 (nonrefundable) and License fee--\$100.00 (refundable if license if denied)).

If an employment agency does not continue to meet the statutory requirements of the South Carolina Private Personnel Placement Services Act, the Secretary of State must deny its application to renew its license. The Secretary of State may investigate violations of the Private Personnel Placement Services Act. Other agencies with jurisdiction to investigate violations include: (a) Division of Labor (Department of Labor, Licensing & Regulation), (b) Attorney General, (c) Department of Consumer Affairs, (d) SLED, (e) Circuit Solicitors, (f) Local Law Enforcement, and (g) Any person who has been damaged by or is aware of a violation of the Act.

Private Personnel Placement Services Licenses



⁹ S.C. House of Representatives, House Legislative Oversight Committee, “Agency Presentation – Municipalities (December 9, 2019),” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” under “Secretary of State, Office of the,” and under “Meetings,”

<https://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/SecretaryofState/Municipalities%20presentation%20by%20SoS%20-%20PowerPoint.pdf> (accessed January 21, 2020), slide 46-49 and 52-53. Hereinafter “Municipalities Presentation.”