Requirements for data fields:

<table>
<thead>
<tr>
<th>Agency Dr. License Number</th>
<th>First Name</th>
<th>Middle Int.</th>
<th>Last Name</th>
<th>Date of Birth</th>
<th>New Employee (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>#2</td>
<td>#3</td>
<td>#4</td>
<td>#5</td>
<td>#6</td>
</tr>
</tbody>
</table>

1. Agency code required & must be 3 characters (example: H03, F03, E24,)

2. License number- required & must be a valid SC Driver License number & must be 10 digits (numeric) (if extra digits needed, use with a Leading zero)

3. First Name- required

4. Middle Initial- not required

5. Last Name- required

6. Birth date- required (Numeric-mm/dd/yyyy)

7. New Employee- required Y (for yes) N (for no)

SOME ADDITIONAL POINTS:

• Use Space Character instead of Tab for space fillers