



JASPER COUNTY FOIA DEPARTMENT

252 Russell Street
PO Box 420
Ridgeland, SC 29936
(843) 717-3689
foia@jaspercountysc.gov

FREEDOM OF INFORMATION ACT REQUEST FORM

Name of Requester: _____ Date Requested: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone: _____ E-mail: _____

Fax: _____

Please note: All records requested through this form will be provided **exclusively for in-person pickup**. Please indicate below if you intend to pick up the documents. We do not offer delivery by fax, email or other means.

☐ In Person

Records Requested: *Pursuant to the Freedom of Information Act, 30-4-10, et seq., Code of Laws of South Carolina (1976, as amended), I request a copy of the following (please be specific).

I understand that Section 30-2-5- of the South Carolina Code of Laws prohibits a person or private entity from knowingly obtaining or using personal information from a local government for commercial solicitation directed to a person in this State; violators are guilty of a misdemeanor and subject to a \$500.00 fine and/or jail time up to one year. **ANY PERSONAL INFORMATION OBTAINED PURSUANT TO THIS REQUEST WILL NOT BE USED FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THE STATE OF SOUTH CAROLINA.**

I understand the County generally has ten (10) business days to respond to the request, and generally must produce the records within 30 calendar days from that response date. I understand that I may be required to pay the costs of copying, research and postage associated with my request. See the FOIA information page on the County website, www.jaspercountysc.gov for more information regarding FOIA requests.

SIGNATURE: _____

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ DATE RESPONSE DUE: _____ DATE OF COMPLETION: _____

FEE FOR SERVICES: _____ METHOD OF PAYMENT: _____