



# RICHLAND COUNTY SHERIFF'S DEPARTMENT FREEDOM OF INFORMATION ACT REQUEST

DATE REQUESTED: \_\_\_\_\_

REQUESTOR NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

ADDRESS: \_\_\_\_\_  
NUMBER STREET APT. NUMBER CITY STATE ZIP CODE

DAY PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

METHOD REQUEST WAS SUBMITTED:  IN PERSON  U.S. MAIL  E-MAIL

**RECORDS SOUGHT** (please provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary):

CASE/REPORT# \_\_\_\_\_ CASE/REPORT TYPE \_\_\_\_\_

### ADDITIONAL INFORMATION

(Please include all Pertinent information such as DATE OF BIRTH, SOCIAL SECURITY NUMBER, etc. that can assist in expediting this request)

*Pursuant to SC Code Section 30-2-50, obtaining or using public records under the Freedom Information Act for the commercial solicitation of any person in this State is prohibited by law and subject to criminal penalty. No person or private entity shall obtain or distribute personal information obtained from a public record for commercial solicitation.*

IS THIS REQUEST BEING MADE FOR A COMMERCIAL PURPOSE:  YES  NO

PLEASE RETURN YOUR REQUEST IN PERSON, VIA U.S. MAIL OR BY E-MAIL TO:

Richland County Sheriff's Department  
ATTN: FOIA OFFICER  
5623 Two Notch Road  
Columbia, SC 29223  
E-Mail: foiarequest@rcsd.net