



# South Carolina Department of Consumer Affairs

2221 Devine St. STE 200 • PO Box 5757 • Columbia, SC 29250-5757  
800-922-1594 • [www.consumer.sc.gov](http://www.consumer.sc.gov)



## Freedom of Information Act Request Form

Unless otherwise indicated, you must provide us with the following information for your request to be processed.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

I'm requesting:  specific documents  file review

Identify the records as clearly and specifically as possible. Please provide information that would be helpful in identifying and locating the requested records, such as document title, subject, publication date(s), office/bureau, docket number(s), and any other identifying information.

Do you intend to use this information for commercial solicitation purposes?  Yes  No

How do you prefer to receive the information?  Email  US Postal Mail

Please specify the maximum search fee the person making this request is prepared to pay: \$ \_\_\_\_\_

Submit requests to [scdca@scconsumer.gov](mailto:scdca@scconsumer.gov) • (803) 734 - 4060 (FAX)  
Public Information, P.O. Box 5757 Columbia, SC 29250-5757