



SURFSIDE BEACH POLICE DEPARTMENT RECORD REQUEST FORM

Date of Request: _____ Case Number: _____ Name: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Signature: _____

Information Requested:

CASH or MONEY ORDERS ONLY – NO PERSONAL CHECKS ACCEPTED

South Carolina State Law, §30-4-30(B) provides as follows:

The public body may establish and collect fees not to exceed the actual cost of searching for and making copies of records. Documents may be furnished when appropriate without charge or at a reduced charge when the agency determines that waiver of reduction of the fee is in the public interest. The custodian of the public records may charge a reasonable hourly rate for making records available to the public and may receive a reasonable deposit of these rates before searching for or making copies of the records.

Our goal is to provide requested documents as quickly as possible. Please be aware that generally, requests are completed within fifteen (15) days of the date the request is received. In the event the completion will take longer, you will be notified by phone prior to the end of the 15 days.

OFFICIAL USE

Report Requests FOIA Requests Victims Media Other: _____

Request Received by: _____

Request Assigned to: _____

Date of Assignment: _____

Date of Completion: _____

Hours Spent: _____

Copies Made: _____

Cost for Services: _____

Method of Payment: _____