

**FLORENCE COUNTY  
FREEDOM OF INFORMATION ACT  
REQUEST FORM**

Mail completed form to: Florence County Administrator's Office, 180 N. Irby St. MSC-G, Florence, SC 29501  
When completing the form below please print the requested information.

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**When completing the request, it is VERY important to be as SPECIFIC AS POSSIBLE. Your request may be delayed if you are not clear about the information you are seeking.**

Information Requested/Detailed Description: \_\_\_\_\_

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§30-2-50 prohibits a person or private entity from knowingly obtaining personal information from a local government or other political subdivision for commercial purposes. Violators are guilty of a misdemeanor and upon conviction are subject to a \$500 fine and/or jail time up to one year. By signing below you are acknowledging that you have read the above statement regarding § 30-2-50.

Signature: \_\_\_\_\_

**For Office Use Only:**

Received: Hand-Delivered \_\_\_\_\_ Mail \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_ by \_\_\_\_\_

Request assigned to: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Date of Assignment: \_\_\_\_\_ Fee for Services Rendered: \_\_\_\_\_

Comments: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

I have received \_\_\_\_\_ pages in response to the Freedom of Information Act request above.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

To View the South Carolina Freedom of Information Act in its entirety, go to

<http://www.scstatehouse.gov/code/t30c004.php>

Revised June 21, 2017