



## Freedom of Information Act Request Form

### Instructions

This form is used to obtain records, documents, or materials under the [South Carolina Freedom of Information Act](#), and is to be completed by any person and/or entity seeking access for review or copies of public records from Coastal Carolina University.

1. Fill out this form in its entirety. Please provide as much information and as detailed a description as possible to expedite your request. Insufficient information may result in a delay of the production of your documents.
2. Read and sign the Family Privacy Protection Act statement.
3. Deposit and Payment: Pursuant to Section 30-4-30(B) of the South Carolina Code, Coastal Carolina will charge a deposit in advance based upon the reasonably estimated cost of the request before a search is conducted for the documents. The total cost of the FOIA request is due prior to the disclosure of the request documents. See *Associated Fees*, below.
4. Submit the form via email or mail to the address provided above.

### Contact Information

Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Request Information

### Family Privacy Protection Act Statement

The Family Privacy and Protection Act, SC Code of Laws §30-2-50, prohibits a person or entity from obtaining or using any personal information obtained from Coastal Carolina University for commercial solicitation. Commercial solicitation is defined in section three of the above reference law as "contact be telephone, mail, or electronic mail for the purposes of selling or marketing a consumer product or service." Violators of this provision, upon conviction, must be fined and/or imprisoned.

I have read, understand, and agree to abide by this statement and the SC Family Privacy Protection Act. I will not all any information receives as a result of this request to be used in violation of the law.

\_\_\_\_\_  
Signature of Individual/Agent of Requesting Entity

\_\_\_\_\_  
Date

### Submit Requests to:

Email: FOIA@coastal.edu

Mail: FOIA Officer, Coastal Carolina University, 642 Century Circle Conway, S.C. 29526

### Associated Fees

Research: \$25.00 per hour

Copies: \$.25 per page

Redactions: \$40.65 per hour

See Fee Schedule at <https://www.coastal.edu/legal/foia/>

For information regarding forms of payment, please contact the Office of University Receivables at 843-234-3425.

**Documents will be released upon receipt of full payment.**