



Freedom of Information Request
Form Information: (803) 737-1347

Date: _____

Contact information

Name: _____ Company/Organization: _____
Street Address: _____ City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email Address: _____

Request Information

Date Range For Requested Documents: _____ To _____

Physical address of location in question:

Please list all counties below that you want included in this FOIA: (ALL or individual)

Description of documents requested below. (Attach additional sheets if necessary)

Family Privacy Protection Act Statement

The Family Privacy Protection Act, SC Code Section 30-2-50, prohibits any person or private entity from knowingly obtaining or using any personal information obtained from our agency for commercial solicitation directed to any person in the State. Violation of this law is a crime.

I have read and understand this statement. I am not requesting information for the purposes of commercial solicitation or in violation of law.

Signed: _____

Submit requests: Email: SCDOTFOIAInfo@scdot.org • Fax: (803) 766-1007 • Mail: FOIA Officer, P O Box 191, Columbia, SC 29202

Instructions for Completing SCDOT FOIA Request Form

Purpose: This form is used by any person seeking copies of public records of the SCDOT under the SC Freedom of Information Act.

Instructions:

1. Fill out the top portion of the form by providing complete contact information. We may contact you to obtain additional information necessary to fulfill your request. Please provide a telephone number where you can be reached between 8:30 a.m. to 5:00 p.m., Monday through Friday.
2. Provide as much specific information about the desired documents as possible.
3. Read and sign the Family Privacy Protection Act statement.

Submit the Form: E-mail, fax or mail completed form to the FOIA Officer as shown below

Contact Information

SCDOT Freedom of Information Officer
South Carolina Department of Transportation (SCDOT)
P. O. Box 191
Columbia, SC 29202
(803) 737-1347
Fax: (803) 766-1007
E-mail: SCDOTFOIAInfo@scdot.org

Fee Schedule

- If the documents are readily available (defined as 2 hours or less, per staff person, of research and retrieval time) there will be no fee for staff research time. For every hour over 2 hours, there will be a research fee of \$20 per staff-hour.
- If the request is for hard copies, the first 25 pages will be at no charge. For every page over the 25, the fee will be 10 cents per page.
- There will be no fee for electronic files, if those are requested in lieu of hard copies, provided they can be easily e-mailed to the requestor. If the material is too large to email and it needs to be placed on a CD/DVD or USB drive, the fee will be \$1.00 for a CD/DVD and \$7.00 for a USB Drive.