



Freedom of Information Request Form

FOIA@coastal.edu

Contact Information

Date: _____

Name: _____ Company/Organization: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Email Address: _____

Request Information *(see instructions on next page)*

Family Privacy Protection Act Statement

The Family Privacy 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 the SC Code of Laws §30-2-30(3) as "contact by telephone, mail, or electronic mail for the purpose 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 (<http://www.scstatehouse.gov/code/t30c002.php>). I will not allow any information received as a result of this request to be used in violation of law.

Signature of Individual and/or Agent of Requesting Entity

Date

Submit Requests

Email: FOIA@coastal.edu

Mail: FOIA Officer, Coastal Carolina University, P.O. Box 261954, Conway, SC 29526-6054

Fax: 843-349-2927

Internal Use

Date Received: _____

Date Completed: _____

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Total Charge: _____

Instructions for Completing the Freedom of Information Request Form

This form is used to obtain records, documents, or materials under the SC Freedom of Information Act.

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

This form is to be completed by any person/entity seeking access for review or copies of public records from Coastal Carolina University.

Instructions

1. Fill out the top portion of this form. Complete contact information as requested, along with the preferred telephone number and email address for contact regarding this request.
2. Provide as much information and description regarding the documents being requested as possible. If the request produces an excessive amount of information, you may be contacted to refine the search.
3. Read and sign the Family Privacy Protection Act statement.
4. Deposit and Payment: Coastal Carolina University may charge an advance deposit based upon the estimated cost of the request. The total cost of the FOIA request is due prior to the disclosure of the requested documents. *See Associated Fees below.*
5. Upon receipt of this form and assessment by the FOIA Office, you will be contacted with the deposit total and methods for submitting payment. For information regarding other forms of payment, please contact the Office of University Receivables at 843-234-3425.
6. Submit the form via email, mail, or fax to the address or number provided on the previous page.

Associated Fees

Research:	\$25.00 per hour
Copies:	\$00.25 per page (<i>includes copies made for scanning for electronic transmission</i>)
Postage:	Per the United States Postal Service

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.

Additional Information

FOIA Officer
Coastal Carolina University
P.O. Box 261954
Conway, SC 29526-6054
843-349-2399
FOIA@coastal.edu