



## Freedom of Information Request Form

<https://www.coastal.edu/legal/>

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.

**The South Carolina Freedom of Information Act (FOIA) provides access to certain public records to South Carolina citizens upon request (See SC Code Ann. Section 30-4-15). Coastal Carolina University reserves the right to deny requests for information from those who are not citizens of South Carolina.**

### Contact Information

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

### Request Information *(see instructions on the next page)*

Description

### 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 section three of the above-referenced law as “contact by 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 or imprisoned or both.

I have read, understand, and agree to abide by this statement and the SC Family Privacy Protection Act. I will not use all/any information received as a result of this request 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, Prudential Building, P.O. Box 261954, Conway, SC 29568

Fax: 843-349-2045

## **Instructions for Completing the Freedom of Information Request Form**

1. Fill out the first page of this form. 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: Coastal Carolina 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.
4. Submit the form via email, mail or fax to the email or postal address or fax number provided on the previous page.

## **Associated Fees**

Research: \$25.00 per hour

Copies: \$00.25 per page (includes copies made for scanning for electronic transmission)

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  
Prudential Building  
P.O. Box 261954  
Conway, SC 29528

843-349-2458

[FOIA@coastal.edu](mailto:FOIA@coastal.edu)