



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

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

### 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 SC Code of Laws §30-2-30(3) 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 and/or imprisoned.

I have read, understand, and agree to abide by this statement and the SC Family Privacy Protection Act. I understand that it is a violation of South Carolina criminal law to use the information that I have requested for purposes of commercial solicitation. Furthermore, I hereby affirm that I will not release any of the information received to a third party for commercial purposes.

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

\_\_\_\_\_  
Date

### Submit Requests to:

Email: FOIA @coastal.edu

Mail: FOIA Officer, Coastal Carolina University, P.O. Box 261954, Conway, SC 29568

### **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: Pursuant to Section 30-4-30(B) of the South Carolina Code, Coastal Carolina University will charge a non-refundable 25% deposit, in advance, based upon the reasonably anticipated cost of the request. The non-refundable deposit must be received before the FOIA Office will conduct the search for 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 or number provided on the previous page.

### **Associated Fees**

Research/Retrieval /Redaction Time: \$25.00 per hour

Copies: \$0.25 per page (if not already in electronic format).

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 Office  
Coastal Carolina University  
P.O. Box 261954  
Conway, SC 29528

843-349-4101

FOIA@coastal.edu