



NEWBERRY COUNTY SHERIFF'S OFFICE

FREEDOM OF INFORMATION ACT REQUEST FORM

The South Carolina Freedom of Information Act is found in South Carolina Law Title 30 Chapter 4. It is the belief and practice of this agency that the public is entitled to know the activities of government agencies. It is our intent to comply with this law and create an environment of information sharing with the public to establishment partnerships with the citizens we serve.

The Newberry County Sheriff's Office has established fees for the production of records in accordance with the South Carolina Freedom of Information Act. Those fees are posted at the Newberry County Sheriff's Office and indicated on this form. Please complete as much of the information below as possible to aid us in responding to your request.

ALL INFORMATION MUST BE PRINTED/TYPED AND LEGIBLE

Information Requested

Date of Request: _____

If more than one document is being requested, please check the appropriate boxes.

- Incident Report (\$5.00/report)
- Local Criminal Records Check (Newberry County Only, \$15.00 per history)
- 911 Tapes (\$10.00 per Incident)
- Other (Cost Estimates Provided Before Production of Records)

Please provide as much information as possible to aid us in our search as to avoid unnecessary delay in our response.

Records Requested: (If additional space is need, continue on page 2 or attach additional sheets if needed.)

Date this happened: _____ If known, provide the Sheriff's Office Case #: _____

Where did this happen? _____

Who was Involved: _____

Provide as much of the following information as possible about this person:

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

DOB: _____ Sex: _____ Race: _____ SS #: _____

Please give any additional information about the request that may aid in our search:

Requestor's Information

Person Making Request: _____

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

Best Telephone Contact Number: _____ Email Address: _____

You must read the following and check the box before this Request can be processed:

- South Carolina Code of Laws Section 30-2-50 expressly prohibits all requestors from obtaining or using public records for the purpose of commercial solicitation to any person in this State. This section further makes it the duty of the public body to notify all requestors that any such solicitation is unlawful. By checking this box, you affirm that you have received this notification and could face penalty if you violate this section of law.

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(Continued)

Pursuant to the South Carolina Freedom of Information Act, the agency has ten (10) working days to respond to the request. Additional delays will be documented in writing to the requestor along with the reason for the delay in the production of records. Certain information may be redacted from the information you receive. If information is redacted or denied, specific sections of the law will be cited in the response to justify such redaction or denial.

This form may be submitted in the following manners:

In person: Newberry County Sheriff's Office during normal business hours.
550 Wilson Rd, Newberry Monday - Friday, 8:30am - 5:00pm

Mailed: Newberry County Sheriff's Office
PO Box 247
Newberry, SC 29108-0247
Please mark on the envelope: "FOIA REQUEST"

Faxed: (803) 321-2173

Email: FOIA@ncso.sc.gov

To expedite the process, it is suggested that those requests made in person or by mail include the anticipated payment. If the amount is more than the amount submitted additional amounts will be billed. If the amount is less than submitted, a refund will be issued. Those submitting a request by fax or email will receive notification that the request has been fulfilled within compliance of the law including a cost for the search and production of the records. The requested information will be provided upon payment of those fees.

Payment must be in cash or Money Order. NO Personal Checks. Businesses may pay by Business Checks with prior approval. The requested copy(s) will be forwarded upon receipt of payment.

If you have any questions or need further assistance, please contact our office at (803) 321-2211 or email at FOIA@ncso.sc.gov.

If needed, use the space below to continue information from Page 1 that may aid in our search:

FOR SHERIFF'S OFFICE USE ONLY

Date Request Received: _____ Submitted by: In person Mailed Faxed Emailed
Date Payment Received: _____ Amount Due: _____ Method of Payment: _____
Case #: _____
CAD #: _____ Start: Date _____ Time _____ End: Date _____ Time _____
Records Released By: _____ Date of Release: _____