**Freedom of Information Request Form**

(803)737-0395

### Contact Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Company/Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

### Request Information

- I’m requesting:  
  - [ ] Document copies  
  - [ ] In person review  
  - [ ] Electronic copies via secure email

If requesting unemployment records, name and Social Security number of claimant:

For submissions from a law firm, identify the party that your law firm represents:

- Department if known:
- Staff contact if known:
- Description of documents requested:

---

### 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 personal information for the purposes of commercial solicitation or in violation of law.

Signed:

---

### Submitting Request

- Email: foia@dew.sc.gov
- Fax: (803)737-0124
- Mail: S.C. Department of Employment and Workforce, Freedom of Information Act Office, 1550 Gadsden Street, Columbia, SC 29202

---

### Office Use Only

- Billing Information: Research Time:  Cost:
- Description:  
  - [ ]  
  - [ ]  
  - [ ]  
  - [ ]

- Page count #:  Redactions:  Yes | No
- Delivery Options:  Pick Up  Emailed  Mailed  Other:  TOTAL CHARGE:
Instructions for Completing DEW FOIA Form

Purpose: This form is used to obtain records under of the S.C. Freedom of Information Act

Who completes the form: Any person seeking review or copies of public records of the department.

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 p.m., Monday through Friday.
2. Provide as much information about the desired documents as possible.
3. Read and sign the Family Privacy Protection Act statement.
4. Submit the form: E-mail, fax or mail completed form to staff in the FOIA Office.
5. For the fee schedule, visit https://www.dew.sc.gov/about-us.