



# ***Cayce Police Department***

*Two Lavern Jumper Rd. Cayce, SC 29033  
Post Office Box 2004 Cayce, SC 29171  
Phone (803) 794-0456 Fax (803) 794-2393*

**Chris Cowan  
Chief of Police**

## **FREEDOM OF INFORMATION REQUEST FOR PUBLIC RECORDS**

From: \_\_\_\_\_ Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of records requested (be specific): \_\_\_\_\_ Case Number (if known) \_\_\_\_\_

Please indicate the format in which you would like the Cayce Police Department to respond to your request. Please know the Department will do our best to accommodate the requested format. Cost from the fee Schedule may be applied to these formats.

Inspection Only     Hard Copy     E-Mail     Other Format: \_\_\_\_\_

- ❖ S.C. Law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation.
- ❖ Request with anticipated fees exceeding \$100.00, will required a 25% deposit before processing the request.
- ❖ Fee Schedule is attached to this request.

By my signature, I hereby state that I have reviewed information about the Cayce Police Department’s FOIA process and a the Fee Schedule outlining possible charges I may incur as part of this request.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*The Cayce Police Department strives to protect the public trust placed upon us by fostering community partnerships and developing a highly trained team. We will relentlessly pursue the criminal element threatening the quality of life and safety of our citizens and the community.*