Walterboro Police Department

Criminal Information Center

Walterboro, SC 29488

## FOIA REQUEST INSTRUCTIONS

- **If your request is for information concerning an organization, business, investigation, historical event or incident, you may submit you request in person, by US Mail or fax.**

- **If your request is for information about a third party, you <u>MUST</u> submit his/her <u>notarized authorization</u>, or you may use the Privacy Waiver and Certification of Identity Form. Provide the complete name, date and place of birth, social security number and any other identifying data that will help locate the information concerning the subject of your request.**

- **If your request is for information concerning a deceased individual, you must provide his/her proof of death in the form of obituary or Social Security Index page. You should also provide his/her complete name, date and place of birth, social security number and any other identifying data that will help locate the information.**

**Complete the FOIA Request Form, include your complete name, mailing address and phone number, then deliver the form to the Records Department of Walterboro Police Department by mail, fax 1-843-549-8583 or in person.**

**There may be a charge for reports depending on the extent of research required, unless you are the victim of said report.**

**Mailing Address:** **Walterboro Police Department**
**Records Department**
**Walterboro, SC 29488**