



# Sheriff Hobart Lewis Greenville County Sheriff's Office

## RECORDS REQUEST FORM

To request records of the Greenville County Sheriff's Office that are available to the public in accordance with the Freedom of Information Act (FOIA), please complete and submit this form.

**Please read and acknowledge:** The FOIA is directed toward access to records of the Sheriff's Office that are kept in the normal course of business. The Sheriff's Office is not required to answer questions or produce or create records that are not kept in the normal course of business to respond to a FOIA request. There are some records that may not be produced or may be exempt from being produced by statute. Please be as specific as possible in the identification of the records you request. If there is a case number associated with your request, please provide it as this will reduce the research and review time required to produce a response to your request. Please take note that as permitted by the FOIA, the Sheriff's Office has established fees for the costs to produce responses for records made under the FOIA. Once the response has been prepared, you will be notified of the availability of the record and provided with the cost to obtain the response, which must be paid by check or money order at the time the response is provided to you. Please initial here to acknowledge that you have read and understand the preceding terms \_\_\_\_\_.

### Requestor's information:

Date of request: \_\_\_\_\_ Associated case number if known: \_\_\_\_\_

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Business name if applicable: \_\_\_\_\_

Address: \_\_\_\_\_ Apt./Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate phone or cell phone: \_\_\_\_\_

**Requested Record(s): Be specific as possible.**



4 McGee Street, Greenville, SC 29601

Non-Emergency Phone Number (864)271-5210 - CrimeStoppers (864)23-CRIME / (864)232-7463

[www.gcsso.org](http://www.gcsso.org)