



Freedom of Information Act Request

BUSINESS LICENSE / HOSPITALITY FEE

INFORMATION REQUEST FORM

PHONE (843) 915-5620 FAX (843) 915-6220

DATE OF REQUEST: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: (_____) _____

SIGNATURE _____

INFORMATION REQUESTED: _____

ALL COPIES \$.15 per RECORD PLUS \$10 FLAT FEE-CASH OR MONEY ORDER ONLY

Section 30-4-30(B) S.C. Code of Laws, 1976, as amended, provides as follows;

The public body may establish and collect fees not to exceed the actual cost of searching for and making copies of records. Documents may be furnished when appropriate without charge or at a reduced charge when the agency determines that waiver or reduction of the fee is in the public interest. The custodian of the public records may charge a reasonable hourly rate for making records available to the public and may receive a reasonable deposit of these rates before searching for or making copies of the records.

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE OF COMPLETION: _____

DATE OF ASSIGNMENT: _____ FEE FOR SERVICES: _____

DATE RESPONSE DUE: _____ METHOD OF PAYMENT: _____

COMMENTS: Please be advised that the date the response is due is two working days short of the fifteen days required by law to give the Public Information Office time to respond.

Freedom of Information Act Request Instructions

DATE OF REQUEST-Please fill in the date you are filing the request

NAME-Please fill in the name of the person(s) and/or business that is requesting the information.

ADDRESS, CITY, STATE & ZIP-Please provide us with your mailing address

PHONE NUMBER-Please provide a daytime telephone number (and/or fax number) where you can be contacted. Include an e-mail address if available.

SIGNATURE-Please sign your request.

INFORMATION REQUESTED-In general, South Carolina Freedom of Information Act requests are for documents Horry County Government has in its possession. Please be aware that not all information is subject to disclosure. Information of a personal nature (social security numbers, driver's license numbers, etc.), information regarding juveniles (18 and under) and other specific information may be omitted. When completing the request, it is **VERY** important to be as **SPECIFIC** as possible. Your request may be delayed if you are not clear about what you are looking for.

To insure you receive the proper information please include the business type and a specific date range. Examples of business types: Hotel & Motel; Electrician; Physician; Retailer – Clothing; Photographer; Accountant; Restaurant or Exterminator. Lists will include the business name, address, start date, contact name and telephone number.

Sample information requests:

A listing of all exterminators holding a current county business license.

[The listing will include only those exterminators with a current business license. Businesses that have failed to renew their license will not be included. Closed businesses will not be included.]

A listing of all landscapers, lawn mowers, grounds keepers, tree trimmers who have applied for a new license between January 1, 2010 and June 30, 2010.

*[This listing will include only those businesses meeting the description that applied for a **new** license from January 1, 2010 to June 30, 2010. Existing businesses will not be included and those businesses that are renewing their license in the same time period will not be included.]*

A listing of all landscapers, lawn mowers, grounds keepers and tree trimmers who have a county license or have applied for a new license between January 1, 2010 and June 30, 2010.

*[This listing will include those businesses meeting the description that have a current license **and** those that have applied for a new license from January 1, 2010 to June 30, 2010.]*

Under South Carolina law we have fifteen (15) business days to respond to your request. This does not necessarily mean that we will have the items you requested completed, only that we must send correspondence to you regarding your request. Although we cannot guarantee a specific date of completion, we will process your request as quickly as possible. If your request is needed for court, please note the court date.