



Chief W. Wallace Oswald
 Batesburg-Leesville Police Department
 660 West Columbia Ave.
 Batesburg-Leesville, S.C. 29006
 Phone (803) 532-4408
 Fax (803) 532-5827



FREEDOM OF INFORMATION ACT REQUEST FOR PUBLIC RECORDS

To: Batesburg-Leesville Police Department
 Major Henry Sims
 660 West Columbia Avenue
 Batesburg-Leesville, SC 29006
 Fax 803-532-5827
 hsims@batesburg-leesville.org

From: _____
 Name _____
 Address _____
 City, State, Zip Code _____
 Telephone _____

Record(s) Requested

Incident Report Accident Report Other: _____

Report #: _____ Date of Report: _____

Victim/Complainant: _____

Individual(s) Involved: _____

Additional Details:

Are you asking for these records for a commercial use/purpose? Yes No

Please indicate the format in which you would like the BLPD to respond to your request. Please know the BLPD may not be able to accommodate the requested format. Cost from BLFD FOIA Fee Schedule may be applied to any of these formats.

Inspection Only Hard Copy Email: _____

Fax: _____ Other Format: _____

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

Signature: _____ Date: _____

For BLPD Use Only

Date Received: _____	Due Date: _____	Response Date: _____
Town Attorney Involvement: <input type="checkbox"/> Yes <input type="checkbox"/> No		
FOIA Request Fees: _____	Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived	