

**SOUTH CAROLINA HUMAN AFFAIRS COMMISSION
GENERAL FOIA REQUEST**



CONTACT INFORMATION:

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

RECORDS REQUEST FOR:

I am the **Charging Party** and requesting a copy of my Case File: Yes _____ No _____

Charging Party's Counsel: _____ Respondent: _____ Respondent's Counsel: _____

Has a lawsuit been filed: Yes _____ No _____

**** If yes, please attach a copy of the Summons and Complaint that has been filed with the Court. ****

CASE INFORMATION: Name: _____

SCHAC Case #: _____ EEOC or HUD Case #: _____

OTHER REQUEST: Please set forth a detailed explanation of the information you wish to obtain: _____

Contact for prior authorization for payment amount: Yes _____ No _____

Date

Signature

Complete and mail this form to:

-OR-

Complete and email this form to:

ATTN: Legal Division
SC Human Affairs Commission
1026 Sumter Street, Suite 101
Columbia, South Carolina 29201

info@schac.sc.gov