

Freedom of Information Columbia **Police Department**

If you need access to criminal records in our cases you may:

- 1. Call CPD 803-545-3500 and ask for the records unit**
- 2. Request a FOI form**
- 3. Fill out the form and fax to 803-733-8370**
- 4. Scan via email to mlhighsmith@columbiasc.net**

CPD like to have a faxed hardcopy to begin a file in their office.



City of Columbia Police Department

"The Positive Difference"

*Randy Scott
Chief of Police*

RECORDS UNIT
1 JUSTICE SQUARE
COLUMBIA, SOUTH CAROLINA 29201
803-545-3577

RE: FREEDOM OF INFORMATION ACT RECORDS REQUEST

DATE OF REQUEST: _____

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN PERSON

NAME OF REQUESTER: _____

STREET ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

SIGNATURE OF REQUESTER: _____

RECORDS REQUESTED : *Provide as much specific detail as possible so we can identify the information that you are seeking.

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose).

Records Clerk: _____

Date: _____

Please print clearly