

\* Denotes a required field



# FOIA Request Form City of Myrtle Beach

\* Request Date: \_\_\_\_\_

\* Requestor's Name: \_\_\_\_\_

\* Requester's Address: \_\_\_\_\_  
\_\_\_\_\_

\* Requestor's Phone Number: \_\_\_\_\_ \* Email: \_\_\_\_\_

\* Description of records requested (be as specific as possible):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return by mail: Office of City Attorney  
Attn: FOIA Paralegal  
PO Box 2468  
Myrtle Beach, SC 29578

Return in Person: Myrtle Beach City Hall  
937 Broadway Street  
Myrtle Beach, SC 29577

Return electronically: [FOIA@cityofmyrtlebeach.com](mailto:FOIA@cityofmyrtlebeach.com) or by facsimile: (843) 918-1028

*For questions or additional information, contact Aggie Puleo, FOIA Paralegal,  
City of Myrtle Beach, at (843) 918-1017 or [FOIA@cityofmyrtlebeach.com](mailto:FOIA@cityofmyrtlebeach.com)*

**For City Use Only**

Date request received: \_\_\_\_\_ 10-day Response due: \_\_\_\_\_

Date 10-Day Response Sent: \_\_\_\_\_ Date Final Response due: \_\_\_\_\_

Date Final Response Sent: \_\_\_\_\_ Request Assigned to: \_\_\_\_\_

Fees Charged/Deposit Required: \_\_\_\_\_

Notes: \_\_\_\_\_