



**FOIA Request Form  
City of Myrtle Beach**

Date of request: \_\_\_\_\_

Requestor's name: \_\_\_\_\_

Requestor's mailing address: \_\_\_\_\_

\_\_\_\_\_

Requestor's telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of records requested (be as specific as possible):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return by mail to:           Public Information Office  
                                  P. O. Box 2468  
                                  Myrtle Beach, SC 29578

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

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

*For questions and additional information, contact Mark Kruea, Public Information Officer,  
City of Myrtle Beach, at 843-918-1014 or [info@cityofmyrtlebeach.com](mailto:info@cityofmyrtlebeach.com).*

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**For city use only:**

Date request received by City of Myrtle Beach: \_\_\_\_\_

Request assigned to: \_\_\_\_\_

Due date: \_\_\_\_\_ Date of response: \_\_\_\_\_

Any charges or notes: \_\_\_\_\_