

Request for Public Information
Beaufort-Jasper Water & Sewer Authority
Mail to: 6 Snake Road, Okatie, SC 29909
Or email: publicaffairs@bjwsa.org

Title/Date of Record Requested: _____

Description of the record(s) you are requesting and any additional information that will help to identify the correct record.

Requestor Name: _____

(Please Print)

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **FAX:** _____

Email: _____

I understand that there may be charges for duplication of these specific records.

Signature _____ **Date:** _____

INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY AUTHORITY STAFF

Request received by: _____

Date: _____ **Time:** _____

Fifteen--day response rule begins one working date after receipt of request.