

## INSTRUCTIONS FOR LAW ENFORCEMENT / JUDICIAL PERSONAL PRIVACY PROTECTION ACT ("PPA") REQUEST FORM

1. Please complete all applicable portions of the form and have the form notarized as required by law. While you may complete the requested information on the form prior to appearing before a notary, you **must sign** the form in the presence of the notary.
2. Date of birth, drivers' license information, and personal email address are required by law to be included in the form. S.C. Code § 30-2-340.
3. Please provide the completed, signed, and notarized form to the South Carolina state or local government entity you are requesting remove your protected information from a publicly accessible website. Please do not send your completed form to the Criminal Justice Academy or to the Office of Court Administration. Such forms will not be forwarded.
4. State and local government entities may request supplemental information in addition to the information provided on the PPA request form. S.C. Code §§ 30-2-510(A)(1) & 30-2-710(A)(1).
5. In the event there is a dispute between the requestor and the state or local government entity, neither the Criminal Justice Academy nor the Office of Court Administration can direct a state or local agency to remove or redact information pursuant to the LJPPPA.
6. If your information is located on the public index at [sccourts.org](https://sccourts.org), you must provide your form to the county Clerk of Court where the case was heard for circuit court cases, or to the magistrate or municipal court where the case was heard. While case data is hosted on [sccourts.org](https://sccourts.org), the case data belongs to and is updated by the county or city where the case was heard. You may search for contact information for County Clerks of Court, and magistrate and municipal courts, at <https://sccourts.org/courts/courthouse-search>.

If your information is located on C-Track at [sccourts.org](https://www.sccourts.org) (<https://www.sccourts.org/c-track-public-access/>), you must provide your form to [ctappfilings@sccourts.org](mailto:ctappfilings@sccourts.org) for Court of Appeals cases, or [suptctfilings@sccourts.org](mailto:suptctfilings@sccourts.org) for Supreme Court of South Carolina cases.

## JPPPA/ LEPPPA Frequently Asked Questions

1. Who is eligible for protection under the Act?

**ANSWER:** Active or former federal, state, or local certified law enforcement officers or corrections officers; and active or former federal, state, or local judges.

2. What information is protected?

**ANSWER:** Personal contact information, defined as “the home address, personal cellular telephone number, or tax map number, if applicable, of the eligible requesting party” that is made available by a South Carolina state or local government entity on a publicly available website. S.C. Code Ann. § 30-2-500, S.C. Code Ann. § 30-2-700. Personal contact information that is stored on paper records or is on a website that is behind a login or paywall is not covered by the Act.

3. How may a judge or law enforcement officer take advantage of the Act?

**ANSWER:** A judge or law enforcement officer wishing to have their personal contact information removed from a publicly available government website must complete a form which will be hosted on SCCourts.org and <https://sccja.sc.gov/>, and submit the completed form to the relevant state or local government entity. Please note that additional information may be requested by the state or local government entity.

4. What if there is a dispute regarding the protection or disclosure of information covered by the Act?

**ANSWER:** Neither the Office of Court Administration nor the South Carolina Criminal Justice Academy can direct a state or local government entity to remove or disclose information if there is a dispute. Please refer to S.C. Code § 30-2-715.

5. Can you provide legal advice regarding a state or local government’s processes and procedures and whether they are compliant with the Act?

**ANSWER:** Neither the Office of Court Administration nor the South Carolina Criminal Justice Academy can provide legal advice to state or local government entities regarding compliance with the Act.

6. What if a judge or law enforcement officer requests that their personal contact information be protected, and that information subsequently changes?

**ANSWER:** It is the responsibility of the judge or law enforcement officer to send an updated form to any state or local government entities hosting the judge or law enforcement officer’s personal contact information on a publicly available website. Additionally, upon conveyance of real property that no longer constitutes an eligible request in the party’s home address, the eligible requesting party must submit the designated form to release the restriction on personal contact information to the county register of deeds.

7. Are there any exceptions for disclosure under the Act?

**ANSWER:** Personal contact information restricted pursuant to the Act may be disclosed to:

- (1)** A title insurer or its affiliate;
- (2)** A title insurance agent or agency;
- (3)** A personal representative of a deceased eligible requesting party;
- (4)** An attorney in good standing admitted to practice in South Carolina, or a person appointed in writing by the attorney to receive the restricted information on the attorney's behalf; or
- (5)** A professional engineer or professional surveyor as defined under S.C. Code § 40-22-20, or a person appointed in writing by the professional engineer or professional surveyor to receive the restricted information on the engineer or surveyor's behalf.