

South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Contractor's Licensing Board**

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11329 • Columbia • SC • 29211

Phone: 803-896-4686 • [Contact.CLB@llr.sc.gov](mailto:Contact.CLB@llr.sc.gov) • Fax: 803-896-4814

[www.llronline.com/POL/Contractors](http://www.llronline.com/POL/Contractors)

**Process to receive a copy of the surety bond submitted for licensure to the Contractor's Board**

A copy of the surety bond submitted for licensure to the Contractor's Board can be requested via mail or email pursuant to the South Carolina Freedom of Information Act (FOIA). Per Agency policy, requests for copies of documents that exceed 20 pages will be assessed a fee of 15 cents per page. Fill out the below FOIA request form and submit to our office. Receipt of this surety bond will provide information to assist in completing the required Bond Claim form.

**FOIA Request Form (pdf)**

Requests should be addressed to:

LLR Communications Director Lesia Shannon Kudelka

Send email requests to: [Lesia.Kudelka@llr.sc.gov](mailto:Lesia.Kudelka@llr.sc.gov)

Send requests by mail to: LLR Communications Director  
Lesia Shannon Kudelka  
110 Centerview Drive  
Columbia, SC 29210



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### BOND CLAIM FORM

**To: (Surety):** \_\_\_\_\_

**Name of Complainant:** \_\_\_\_\_

**Address of Complainant:** \_\_\_\_\_

**Date of Bond Claim:** \_\_\_\_\_

**Bond number:** \_\_\_\_\_

**Effective date of Bond:** \_\_\_\_\_

**Surety Company Name and Address:** \_\_\_\_\_

**Contractor/Principal Name:** \_\_\_\_\_

**Contractor/Principal Address:** \_\_\_\_\_

**Contractor/Principal License number:** \_\_\_\_\_

**Date of Contract (Provide a copy of written contract if available):** \_\_\_\_\_

**Commencement date of project:** \_\_\_\_\_

**Completion date of project:** \_\_\_\_\_

**Amount of Claim requested (actual damages only):** \_\_\_\_\_

**Brief description of the allegations giving rise to the bond claim (May attached additional pages if necessary):** \_\_\_\_\_

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