

**SOVA Publication Request Form**  
**Fax to: 803.734.1708 or**  
**Mail to: 1205 Pendleton St., Room 401, Columbia, SC 29201**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Agency/Organization: \_\_\_\_\_

Street Address or P.O. Box Number: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Because publication items are provided to you at no cost, we will fill orders as supplies allow. Publication items are mailed in limited quantities. Allow at least two weeks for delivery. Please note, the application packet with supplemental forms and all brochures can be found on our website at [www.sova.sc.gov](http://www.sova.sc.gov).**

**\*\*Also please indicate on the back page of the order form the total amount of publication items requested.**

**Applications: (mailing max 20)**

- Application Packet with supplemental forms (please use most current edition from your supply)

**Brochures: (mailing max 25)**

- Q&A  
 SOVA  
 Appeals  
 Restitution & Subrogation  
 SOVA Sexual Assault Program  
 SOVA in the Schools  
 Bullying  
 SOVA Outreach

**SOVA Flyers: (mailing max 10)**

- Victim Rights  
 Payment and Reimbursement at a Glance

**SOVA Fact Sheets: (mailing max 10)**

- SOVA Health Care Notice for Providers Debt Collection  
 Anonymous Reporting

**SOVA Victim Resource Guide: (mailing max 25)**

- SOVA Victim Resource Guide

**Miranda Cards: (mailing max 50)**

- S.C. Victims' Right-Miranda Card

**Children’s Court Notebooks: (mailing max 4)**

- General Sessions Court Notebook
- Kids at the Courthouse, Coloring & Activity Book
- My Whole Body Checkup, Coloring & Activity Book

**SOVA Posters: (mailing max 10)**

- Children of Domestic Violence 8.5 x 11
- Sexual Assault 8.5 x 11
- Child Abuse 8.5 x 11
- Vulnerable (elderly) Adult 8.5 x 11
- High School Bullies 8.5 x 14
- Gang/Bully 8.5 x 11
- College Domestic Violence 8.5 x 11
- Scared at School (young children) 8.5 x 14
- Victim Rights 8.5 x 14
- College
- Funeral
- SOVA Outreach

**Spanish Materials: (mailing max 20)**

- Spanish Application and Instructions (provide SOVA with English version, Victim keeps Spanish version)
- SOVA’s Mission Statement
- Frequently Asked Questions
- Q&A Brochure
- Appeal Brochure
- Victims’ Rights
- Eligibility Criteria
- Payment and Reimbursement At-A-Glance
- Domestic Violence Poster (mailing max 10)
- Children of Domestic Violence Poster (mailing max 10)
- Sexual Assault Poster (mailing max 10)

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**SOVA Auditing Publications: (mailing max 20)**

- Auditing Brochure
- Magistrate’s Court-Act 141 Flyer
- Municipal Court-Act 141 Flyer
- Victim Assistance Program Tips Flyer
- Victim Assistance Fines, Fees, and Assessment (VAFFA) Fund Sustainability Flyer

(Technical Assistance documents and additional information can be found at [www.sova.sc.gov](http://www.sova.sc.gov) under auditing tab)

**\*Total Amount of Publication Items Requested \_\_\_\_\_**

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**FOR SOVA USE ONLY:**

DATE MAILED \_\_\_\_\_

TOTAL AMOUNT OF PUBLICATIONS MAILED \_\_\_\_\_

SOVA COMMENTS \_\_\_\_\_