**Section 1010.300 Submittal of Requests for Records**

a) Any request for public records should be submitted in writing to the FOI Officer at the Agency.

b) The Agency has one FOI Officer, located in Chicago.

c) Contact information for each FOI Officer can be found online at www2.Illinois.gov/Pages/FOIA-Contacts.aspx.

d) FOIA requests may be submitted via mail, e-mail, fax, or hand delivery. Requests should be mailed or hand delivered to:

Department of Juvenile Justice

1112 South Wabash Avenue, 2nd Floor

Chicago IL 60605

Attn: FOI Officer

e) E-mailed requests should be sent to DJJ.FOIA@illinois.gov, contain the request in the body of the e-mail, and indicate in the subject line of the e-mail that it contains a FOIA request. Faxed FOIA requests should be faxed to 312/814-0701, Attn: FOI Officer.