**Section 1176.110 Form and Content of Requests**

a) Requests in accordance with FOIA and this Part shall be made in writing. Such requests may be submitted on FOIA request forms provided by the Department. (See Table A of this Part.)

b) Oral requests will be handled expeditiously. However, the response times and the appeal procedures contained in FOIA and this Part do not apply to oral requests.

c) The requestor shall provide the following information in a request for public records:

1) The requestor's full name, address and phone number.

2) A brief specific description of the public records sought, including, if possible, an example of the document requested.

3) Whether the request is for inspection of public records, copies of public records, or both.

4) Whether the requestor wants copies of public records certified.

(Source: Amended at 24 Ill. Reg. 13658, effective August 24, 2000)