**Section 1201.300 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 the Springfield office.

c) Contact information for each FOI Officer can be found online at https://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:

Illinois Department of Revenue

101 West Jefferson Street, MC 6-595

Springfield IL 62702

Attn: FOI Officer

e) E-mailed requests should be sent to Rev.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 217/524-3402, Attn: FOI Officer.