**Section 551.130 Requests**

a) All requests shall be in writing addressed to the Freedom of Information Officer or Director of the Department maintaining the record. The list of Departments and addresses for the Departments is located at 2 Ill. Adm. Code 550.10(c) and 550.210.

b)

1) All requests shall be on the approved request form, which shall be available in all offices of the Secretary of State's Departments, or in a letter containing the same or similar elements.

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

B) A brief description of the public records sought, being as specific as possible.

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

2) The approved form is attached as Appendix A to these rules.

c) Oral requests will be handled expeditiously. However, the required response times and the appeal procedures contained in the FOIA and these rules do not apply to oral requests.

d) Timelines for responses to requests for records, and appeals to the Secretary of State are found in Section 3 of the FOIA.