**Section 1101.300 Submittal of Requests for Records**

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

b) Contact information for the FOI Officer can be found online at www2. illinois.gov/Pages/FOIA-Contacts.aspx.

c) FOIA requests may be submitted via mail, e-mail, fax, the Agency's website, or hand delivery. Requests should be addressed and delivered to:

Illinois Department of Healthcare and Family Services

201 South Grand Avenue East, 3rd Floor

Springfield, Illinois 62763

Attn: FOI Officer

d) E-mailed requests should be sent to hfs.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 217-524-2397, Attn: FOI Officer. Requests may also be submitted using the Agency's online FOIA Request form at https://www.illinois.gov/hfs/info/legal/FOIA/Pages/ HFSFOIARequest.aspx.