**Section 1400.110 Form and Content of Requests**

a) All requests for public records submitted to the Department under the FOIA shall be in writing, signed by the requestor and prominently marked "FOIA Request" on both the letter and the envelope.

b) The requestor shall include the following information in any request for public records:

1) The requestor's full name, mailing address and telephone number, including area code, at which the requestor can be reached during normal business hours.

2) A specific description of the public records sought.

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