**Section 1750.110 Public Requests**

a) Any interested person should submit a request for information in writing. The request should include a complete description of the information requested and the reason for the request. Requests should be directed to:

 Executive Director

 Illinois Criminal Justice Information Authority

 120 South Riverside Plaza

 Chicago, Illinois 60606

b) The Authority shall respond to such requests within seven (7) working days of receipt, whenever possible.

c) When the request for information calls for information which is confidential or is limited or prohibited by law, the requester shall be so notified in writing.