**Section 1875.10 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, the reason for the request and, when applicable, timing requirements. A request should be directed to:

 Office of the Director

 Guardianship and Advocacy Commission

 160 North LaSalle, Suite S-500

 Chicago, Illinois 60601

b) When confidential information is requested, or whenever release of information is limited or prohibited by statute or by any provision of 20 Ill. Adm. Code 1, the requestor shall be notified in writing.

(Source: Amended at 24 Ill. Reg. 13637, effective August 22, 2000)