**Section 2301.APPENDIX A Request for Public Records**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TO: | | Freedom of Information Officer  Office of Banks and Real Estate  421 East Capitol Avenue  Springfield, IL 62706-1776 | | | FROM: | | | |  | | |
|  | |  | | |  | | | | NAME | | |
|  | |  | | |  | | | |  | | |
|  | |  | | |  | | | | ADDRESS | | |
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|  | | | | |  | | | | PHONE NUMBER | | |
| DESCRIPTION OF REQUESTED RECORD(S): | | | | | | | | | | | |
| Please indicate if you wish to inspect the above captioned records or wish a copy of them: | | | | | | | | | | | |
|  |  | | Inspection at Springfield Office | | |  | | Copy | |  | Both |
|  |  | | Inspection at Chicago Office | | |  | | Copy | |  | Both |
|  | | | | |  | | | | | | |
| FOR OFFICE USE ONLY: | | | | |  | | | | | | |
|  | | | |  | | |  | | | | |
| DATE RECEIVED | | | |  | | | DATE RESPONSE DUE | | | | |
| Notations re Oral Communications or Other Items. | | | | | | | | | | | |