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

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| --- | --- | --- | --- |
| TO: | Freedom of Information OfficerOffice of Banks and Real Estate421 East Capitol AvenueSpringfield, IL 62706-1776 | FROM: |  |
|  |  |  | NAME |
|  |  |  |  |
|  |  |  | ADDRESS |
|  |  |  |  |
|  |  |  |  |
|  |  |  | ( ) |
|  |  | 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. |