**Section 3300.200 Submission of Requests**

a) All requests for public information are to be in writing unless, because of a disability, the individual is unable to prepare a written request, oral requests will be accepted. All requests must be submitted to:

Freedom of Information Officer

Illinois Deaf and Hard of Hearing Commission

1630 South Sixth Street

Springfield IL 62703

b) All requests shall include:

1) The full name, address and phone number of the requesting individual;

2) A specific description of the records sought;

3) Whether the request is for copies of records, inspection of records, or both; and

4) Whether the requestor wants copies of public records “certified”. The Freedom of Information officer shall provide the appropriate FOI certification, when requested.