**Section 3700.500 Requests for Public Records**

a) All requests for public records shall be submitted in writing in one of the following manners:

1) Via regular mail to the address listed in Section 3700.300(b)(1) of this Part, to the attention of the Chief Legal Counsel, "FOIA Request".

2) Electronically, using the feedback form on the Agency's website located at: http://www2.illinois.gov/ipa/Pages/Feedback\_Form.aspx. If submitted electronically, the request must conspicuously mention "Freedom of Information Act", "FOIA", or 5 ILCS 140.

3) Via hand delivery, to the Chief Legal Counsel at the Agency's headquarters at the address listed in Section 3700.300(b)(1) of this Part. If submitted by hand delivery, the request must conspicuously include in writing "Freedom of Information Act", "FOIA", or 5 ILCS 140.

4) Via fax. If submitted by fax, the request must conspicuously mention "Freedom of Information Act", "FOIA", or 5 ILCS 140.

b) Requirements for each request

1) A request must include the requestor's name, street address and telephone number. If the request is made electronically pursuant to subsection (a)(2) of this Section, the entry blanks for name, street address and telephone number may be used.

2) As specific a description as possible of the records sought. Requests that the Agency considers unduly burdensome or categorical may be denied. (See Section 3(g) of FOIA and Section 3700.560 of this Part.);

3) A statement as to the requested medium and format for the Agency to use in providing the records sought: for example, paper, specific types of digital or magnetic media, or videotape;

4) A statement as to the requested manner for the Agency to use in providing the records sought: for example, inspection at Agency headquarters or providing paper or electronic copies;

5) A statement as to whether the requester needs certified copies of all or any portion of the records, including reference to the specific documents that require certification; and

6) A statement as to whether the request is for a commercial purpose.