**Section 1215.35 Automated Request Procedures**

a) Requests submitted in an automated format shall be made in accordance with record layout formats, software and hardware specifications, or other guidelines suitable for electronic transmission and reception of data by Department equipment.

b) Automated Conviction Information Requests shall at a minimum include the record subject's name, race, sex and date of birth. The requester must also provide a complete and accurate mailing address, e-mail address, or fax number for the requester in order to receive responses. The requester must sign a user's agreement to be provided by the Department.

c) If the request is for employment or licensing purposes, the requester shall maintain a release on file for at least two years signed by the individual to whom the information pertains. The requester shall notify the individual named in the request that the individual has the obligation and responsibility to notify the requester within seven days if the information provided is incomplete or incorrect. A copy of the response furnished by the Department shall be provided by the requester to the individual named in the request.

d) All requests shall be accompanied by the correct fee as established in Section 1215.50 and paid in the form of a check or money order, unless other payment arrangements are approved by the Department.

(Source: Amended at 29 Ill. Reg. 14346, effective September 12, 2005)