**Section 1215.40 Response Procedures**

Prior to disseminating conviction information, the Department shall review its inprocess files to ensure that the information to be disseminated is complete. The Department shall forward responses to requests to the requester at the address, e-mail address, or fax number indicated on the Conviction Information Request form.

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