**Section 230.310 Contents and Time Limit for Filing**

a) A complaint shall be filed on a form to be supplied by the Department. The form shall name the respondent, shall be signed by the complainant and shall be accurately completed alleging the violation of the Act requesting to be reviewed. The form may have attached copies of all supporting documentation.

b) All complaints shall be delivered, by U.S. mail or personal delivery, to the Department's Springfield office within six months after the alleged violation of the Act occurs. The complaint shall be deemed filed as of the date it is postmarked on the envelope or date stamped as received by the Department.