

**Illinois Department of Revenue
Regulations**

Title 2 Part 1201 Section .300 Submittal of Requests for Records

SUBPART C: PROCEDURES FOR REQUESTING RECORDS FROM THE AGENCY

Section 1201.300 Submittal of Requests for Records

- a) Any request for public records should be submitted in writing to the FOI Officer at the Agency.
- b) The Agency has one FOI Officer, located in the Springfield office.
- c) Contact information for each FOI Officer can be found online at <https://www2.illinois.gov/Pages/FOIA-Contacts.aspx>.
- d) FOIA requests may be submitted via mail, e-mail, fax, or hand delivery. Requests should be mailed or hand delivered to:

Illinois Department of Revenue
101 West Jefferson Street, MC 6-595
Springfield IL 62702
Attn: FOI Officer

- e) E-mailed requests should be sent to Rev.FOIA@illinois.gov, contain the request in the body of the e-mail, and indicate in the subject line of the e-mail that it contains a FOIA request. Faxed FOIA requests should be faxed to 217/524-3402, Attn: FOI Officer.