**Section 876.202 Form and Content of Requests**

a) Requests for information pursuant to the FOIA and these rules shall be submitted on FOIA request forms provided by the Department. (See Appendix A to these rules.)

b) The Department shall consider all written requests as requests under the Act if the requestor provides the following information in a request for public records:

1) A statement that the records are being sought pursuant to the Freedom of Information Act.

2) The requestor's full name, address and phone number.

3) A brief description of the public records sought, being as specific as possible.

4) Whether the request is for inspection of public records, copies of public records, or both. The Department shall certify copies upon request.

c) Oral requests will be handled expeditiously. However, the required response times and the appeal procedures contained in the FOIA and these rules do not apply to oral requests.