**Section 926.410 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 Chicago office.

c) Contact information for each FOI Officer can be found online at www2. Illinois.gov/dhr/filingacharge/legal/Pages/Freedom\_of\_Information\_Act.aspx.

d) FOIA requests may be submitted via mail, e-mail, fax, or hand delivery. Requests should be mailed or hand delivered to:

Department of Human Rights

Attn: FOIA Officer

100 West Randolph, Suite 10-100

Chicago IL 60601

e) E-mailed requests should be sent to IDHR.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 312/814-1436, Attn: FOI Officer.