**Section 1350.310 Form of Requests for Information**

a) Requests for general information concerning the Department's operations may be submitted orally, in person, or in writing to:

Illinois Lottery

Public Information Office

201 East Madison Street

Springfield, Illinois 62702

217/524-5157

b) Requests for information pursuant to the Freedom of Information Act must be submitted in writing to:

Illinois Lottery

Freedom of Information Officer

201 East Madison Street

Springfield, Illinois 62702

c) Requests for information pursuant to the Freedom of Information Act must specify that they are submitted pursuant to the FOIA, and must indicate the purpose for which the records are requested in order for the Department to determine if release of the requested records would constitute an unwarranted invasion of privacy or otherwise be contrary to the FOIA and whether a waiver or reduction of fees is appropriate.

d) Requests for the agency's standard computer reports require submission of a "Request for Agency Report(s)" form and payment of specified fees. The form may be obtained from the Department's Public Information Office.

(Source: Amended at 26 Ill. Reg. 12252, effective July 24, 2002)