**Section 4020.220 Submitting Data Requests**

a) Requests for natural heritage data shall be submitted via the online system or in writing via mail, electronic mail or fax. Requests should be directed to the Natural Heritage Database Program, Office of Resource Conservation, Illinois Department of Natural Resources, One Natural Resources Way, Springfield IL 62702.

b) Persons requesting and receiving natural heritage data via written request shall provide the following:

1) Contact information (name, company/organization, address, telephone number, and electronic mail address);

2) Desired data and format;

3) Geographic extent of desired data;

4) Explanation of how the data will be used and who will have access to the data; and

5) Payment of fees in full unless alternate arrangements are made.

c) All persons requesting and receiving natural heritage data via written request shall first be required to sign a one-year Data Licensing Agreement that dictates the conditions for use of the data. Fees shall be paid in full before natural heritage data is provided unless alternate arrangements are made. Licensing agreements may be renewed on a yearly basis. Distribution of data to third parties, including that from a consultant to client or subcontractor to contractor, is prohibited.