**Section 280.210 Requirements for Filing a Complaint**

a) A complaint shall be filed on a form to be supplied by the Department. This form can be found at https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/vessa.aspx. Such form shall name the respondent, shall be signed by the complainant and shall be accurately completed alleging the violation of the Act being reported. The form may have attached copies of all supporting documentation.

b) All complaints and amendments to any complaint shall be delivered, by U.S. mail or personal delivery, to the Department's Chicago office at 160 N. LaSalle St., Suite C-1300, Chicago, IL 60601, or submitted electronically to the Department at dol.questions@illinois.gov, within three years after the alleged violation of the Act occurred. The complaint shall be deemed filed as of the date it is postmarked on the envelope if sent via U.S. mail or date stamped as received by the Department if submitted by personal delivery or electronic means.

(Source: Amended at 46 Ill. Reg. 18530, effective November 2, 2022)