**Section 353.300 Filing an Application**

a) An application may be filed by a Complainant, by his/her duly authorized representative, or by his/her attorney.

b) An application shall be filed with the Director at the Department's Chicago or Springfield office.

c) An application shall be filed within 30 days after the alleged discharge, discipline, or discrimination occurred.

d) Filing requirements shall be construed to mean the Director's receipt of the application. The Complainant shall file his/her application by telephone facsimile, telegram, hand delivery, or next-day delivery service, or U.S. Mail. Proof that the filing was dispatched by the prescribed date shall be prima facie proof that the filing was timely received.