**Section 1200.90 Certification of Debt**

a) The Bureau shall not accept debt for collection unless that debt has been certified by the referring agency as provided in this Section.

b) The referring agency shall provide to the Bureau for each delinquent debt that it refers for collection a certification that contains the following:

1) a statement that the debt qualifies for referral to, and collection by, the Bureau, as provided by the Act and this Part;

2) a statement that there are no legal restrictions relating to collection of the debt by the Bureau;

3) a statement that the referring agency has notified the debtor of the amount and basis for the debt, the procedure and time limitations for contesting the validity of the debt to the referring agency, and the potential for referral of the debt to the Bureau; and

4) a statement that the debtor did not dispute the debt in writing to the referring agency within 90 days after the date of notice of the debt by the referring agency.

c) The certification shall be executed by a person who is authorized to issue, certify, and approve vouchers for the agency under Sections 10 and 11 of the State Finance Act [30 ILCS 105/10 and 11]. Such person may delegate to a responsible person or persons the authority to execute the certification required by this Section.