**Section 1650.630 Form of Written Request**

A written request for an administrative review shall include the following information: the name and address of the petitioner; the name and address of his or her authorized representative if applicable; a complete explanation of the factual and/or legal basis for the request, including relevant documentation supporting the petitioner's position; and the relief sought by the petitioner.

(Source: Amended at 25 Ill. Reg. 203, effective December 22, 2000)