**Section 446.103 Communications and Pleadings**

a) How Addressed. All communications and pleadings should, unless otherwise specifically directed, be addressed and submitted to: Director, Division of Traffic Safety, Illinois Department of Transportation, 1340 North 9th Street, P.O. Box 19212, Springfield, Illinois 62794-9212. A communication should clearly designate the docket number, if any, and short title of any proceeding to and about which it is directed. The person communicating shall state his or her address, and the party he or she represents.

b) Timely Filing Required. All documents required or permitted to be filed under this Part must be received for filing at the offices of the Department's Division of Traffic Safety in Springfield, Illinois, within the time limits for that filing. The date of receipt at the Department and not the date of deposit in the mail is determinative, provided, however, that if the document is mailed by certified, registered, or express mail postmarked at least two days prior to the due date, it will be accepted as timely filed.

c) Defective Filing. When, upon inspection, the Department is of the opinion that a document tendered for filing does not comply with this Part or does not sufficiently set forth material required by any form of the Department, the Department may decline to accept the document for filing and may return it unfiled or the Department may accept it for filing and advise the person tendering it of the deficiency and require that the deficiency be corrected.

(Source: Amended at 35 Ill. Reg. 3551, effective February 10, 2011)