



**Illinois Department of Financial and Professional Regulation
Division of Professional Regulation**

INSTRUCTIONS FOR FILING A PETITION FOR HEARING

In response to your request for a hearing, attached is a Petition for Hearing form that must be completed in accordance with 68 IAC 1110.30(c).

If you meet the above requirements, you must:

- ✓ Include all information requested in the form
- ✓ Attach documentation that may be relevant
- ✓ If you provide information/documentation regarding medical treatment, psychotherapy, or counseling please provide under a separate attachment
- ✓ Sign the form
- ✓ Forward the completed form via email to FPR.ChiRecords@illinois.gov OR via mail to:

**Illinois Department of Financial & Professional Regulation
Clerk of the Court - Chicago Records
555 W Monroe, Suite 500
Chicago, Illinois 60661**

Each Respondent/Petitioner has the right to retain an attorney to represent him/her in this matter and the Department strongly encourages you to seek counsel from an attorney.

Please see the **Frequently Asked Questions** (FAQs) available on the Department's website idfpr.com for more information regarding the Department.

**STATE OF ILLINOIS
DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
DIVISION OF PROFESSIONAL REGULATION**

In Re: The Petition for Hearing)
) Case No.: _____
)
Name: _____)
)
License No.: _____)

Petitioner Contact Information

NAME: FIRST MIDDLE LAST | LICENSE NO.:

ADDRESS:

EMAIL: | PHONE NUMBER:

ANY NAMES PREVIOUSLY KNOWN BY:

Case Information *(Please attach additional pages if needed)*

Type of Notice *(choose one)*:
Notice of Intent to Deny Notice of Tax Liability Order Notice of Intent to Refuse to Renew

Date of Notice:

Please provide all dates and types of employment currently held:

Please provide the particular reason(s) why you believe that the action taken by the Department is incorrect:

Please provide any information evidencing rehabilitation, which would bear upon the request for a license:

Please provide information regarding any conviction(s) ever received:

Please provide a statement regarding the future plans of the Petitioner:

CERTIFICATION

Under penalty of perjury, as provided by law pursuant to Section 1-109 of the Illinois Code of Civil Procedure, I certify that this Petition for Hearing and the information herein are true and accurate.

Signature:

Date: