

DATE

Federal Motor Carrier Safety Administration  
FMCSA/FOIA  
1200 New Jersey Ave, SW  
Washington, D.C. 20590

**FREEDOM OF INFORMATION ACT (FOIA) REQUEST**

**Re: Motor Carrier:**

**USDOT#:**

**Principal Place  
of Business:**

To Whom It May Concern:

Please send me the following information on the above motor carrier MOTOR CARRIER pursuant to the Freedom of Information Act (5 U.S.C. 552 *et seq.*):

1. Copies of all MCS-150 registration reports;
2. Copies of all MCS-90 reports;
3. Motor Carrier Management Information System (MCMIS) data;
4. A copy of any New Entrant Reports, Audits and Compliance Reviews (defined in 49 CFR §385.3), including any attached documents as well as any additional information that exists in your database;
5. A copy of any enforcement investigations and/or enforcement actions as well as supporting documents pertaining to enforcement investigations or actions;
6. Copies of all Driver/Vehicle Roadside Inspection reports;
7. Copies of all reported crash reports; including but not limited to the fatal crash occurring on DATE;
8. The USDOT number(s) of any other entities operating from the same Principal Place of Business as the above entity, if any exist in your database;

9. Copies of any Safety Management System (SMS) Compliance, Safety & Accountability program (CSA 2010) records to include any notices of "Intervention Level" safety categories; and
10. Copies of Behavior Analysis and Safety Improvement Categories (BASICs), assessment of the motor carrier's on-road performance and investigation results.

I appreciate the time and effort this request will take, and also realize you may charge a fee for this service. Please contact me right away and I will be happy to pay any fee you demand in order to fulfill this request. Should you have any questions or need additional information, you may contact me at PHONE, EMAIL or by facsimile at FAX. Thank you for your assistance.

Very truly yours,

SAMPLE