



# Letter to Carrier Requesting Documents Template and Sample

This job aid pertains to **All States**.

This job aid includes:

- A template that a Safety Investigator (SI) can use to request documents from a carrier
- A Sample Document Request Letter listing examples of documents that an SI may request



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# TEMPLATE

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UNITED STATES DEPARTMENT OF TRANSPORTATION  
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION

FMCSA

(Division Office)

(City, State Zip Code)

(Company official responsible for carrier operation)

(Company Name)

(Carrier address)

(Carrier DOT number)

Date: (Insert Date: XX/XX/XXXX)

Dear Sir or Madam:

This letter serves to confirm our telephone conversation on (Insert date ). (Insert the following language only if a Warning Letter has been sent to the carrier: ) As discussed, your company received a letter on (Date of Warning Letter), which informed you that failure to correct the identified deficiencies would lead to further investigation. I will be contacting you on ( Date/Time of Planned Contact ) to review your transportation operation.

In order to conduct the review without coming to your place of business, I will need access to the following records or documents. Please e-mail, fax, or mail the following to me at my contact information above. Electronic transmittal is preferable. **Please provide copies of documents, as we do not accept originals.**

- (List required documents.)

**Your cooperation in making the above mentioned documents available prior to the review would expedite the review and minimize any disruption to your business.**

If you have any questions, please feel free to contact me at the contact information listed above.

Sincerely,

( Insert Name )

( Insert Title )

(STATE PARTNER AGENCY)

(DIVISION OFFICE OR DEPARTMENT)

(Street Address)

(City, State Zip Code)

(Area Code/Phone Number)

(Area Code/Fax Number)

(Email Address)

# SAMPLE



UNITED STATES DEPARTMENT OF TRANSPORTATION  
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION

FMCSA

Missouri Division Office  
3219 Emerald Lane, Suite 500  
Jefferson City, MO 65109  
Phone: (573) 636-3246  
Fax: (573) 636-8901

MISSOURI DEPARTMENT OF TRANSPORTATION  
MOTOR CARRIER SERVICES SAFETY & COMPLIANCE

PO Box 893

Jefferson City, MO 65102  
Phone: (314 111 1111)  
Fax: (314 999 9999)  
Email: [jinspector@missouri.dot.gov](mailto:jinspector@missouri.dot.gov)

John Trucker  
XYZ Trucking  
(456 South Street  
Anytown, ST, 66666  
(USDOT 123456)

Date: 08/17/2009

Dear Sir or Madam:

This letter serves to confirm our telephone conversation on 08/03/2009. As discussed, your company received a letter on 08/01/09, which informed you that failure to correct the identified deficiencies would lead to further investigation. I will be contacting you on 08/25/2009 to review your transportation operation.

In order to conduct the review without coming to your place of business, I will need access to the following records or documents. Please e-mail, fax, or mail the following to me at my contact information above. Electronic transmittal is preferable. **Please provide copies of documents, as we do not accept originals.**

- Current controlled substances and alcohol testing policy in accordance with 382.601.
- Documents provided by Substance Abuse Professional (SAP) to employees in the prior 3 years: all SAP qualification documentation, SAP letters, follow-up testing plan(s), test results from plan and return to duty test result in accordance with Part 382.401.
- All previous DOT regulated employer (3 years) safety performance history investigation records for your drivers in accordance with Part 391.23(a).
- Drivers and prospective driver's signed certificates of drug/alcohol training, signed by drivers and prospective drivers, required to be maintained in accordance with Part 382.601(d).
- Copy of any company performance evaluations as they relate to staff implementation of the drug and alcohol program in accordance with 382.401.
- Written policies and directives requiring drivers to submit notice of traffic violations and CDL disqualification in accordance with Part 383 and Part 391. Include all driver signed policy acknowledgements.
- Please provide a copy of driver (name) Driver Qualification (DQ) File required to be kept and maintained in accordance with Part 391.

- Identify various CMV's operated and CDL endorsements required by drivers depending on type of commodity hauled and CMV operated.
- Organizational chart showing who within the carrier is responsible for implementation of Driver Qualification Files, CDL compliance, and training requirements upon hiring and during employment.
- Driver long form medical health certifications for review.
- The preceding three years driver histories, driver list of violations, and annual reviews for driver(s) (name) in accordance with Part 391.
- Training materials and records for Entry-Level Driver training in accordance with Part 380 and any specialized training (LCV, tankers, etc) provided for drivers in accordance with Part 391.
- The preceding three years driver history inquiries obtained through the State in which the driver is licensed or has held a license or permit in accordance with Part 391.
- Company disciplinary policy for failure to comply with rules, company policies, and company procedures. Include actual disciplinary measures taken against a driver for violations of Part 391.

**Your cooperation in making the above mentioned documents available prior to the review would expedite the review and minimize any disruption to your business.**

If you have any questions, please feel free to contact me at the contact information listed above.

Sincerely,

John Inspector  
FMCSA Safety Investigator