



U.S. Department of Transportation
Federal Motor Carrier Safety Administration

1200 New Jersey Avenue, SE
Washington, DC 20590

March 9th, 2017

RE: U.S. DOT No. 1234567
ABC TRUCKING
123 MAIN STREET
ANYTOWN, USA. 55555

DATA CORRECTION REQUESTED

The Federal Motor Carrier Safety Administration's (FMCSA) records indicate that the information provided during the registration process, on behalf of ABC TRUCKING may be inaccurate. Specifically, the number and type of drivers and vehicles currently operating under the U.S. DOT Number assigned to ABC TRUCKING conflicts with data reported to FMCSA through roadside inspection and/or crash reports.

Information submitted during the registration process indicates no commercial driver's license (CDL) drivers should be associated with the requested registration and assigned U.S. DOT Number. This U.S. DOT Number, however, has been identified on roadside inspection and/or crash reports involving vehicles requiring a CDL driver for operation, unless an exemption has been granted. If your operation includes operation of vehicles requiring CDL drivers, additional regulatory requirements may apply to your operation. See 49 C.F.R. parts 382 and 383.

FMCSA requests that ABC TRUCKING verify the information on file with FMCSA and submit an MCS-150 (using the existing paper or online processes) with correct information within 30 days. You may update registration information online at <https://www.fmcsa.dot.gov/registration/updating-your-registration>. Failure to provide FMCSA with complete and accurate information may result in enforcement action.

To see what inspections and crashes have recently been linked to your U.S. DOT Number during the last two years, log into the Safety Measurement System (SMS) at the following URL, <https://ai.fmcsa.dot.gov/Login/Default.aspx?ReturnURL=/SMS>, using your U.S. DOT Number and PIN; if you believe any of these inspections or crashes have been incorrectly assigned to your company, or you believe that the vehicle information recorded from them is incorrect, you may visit our DataQs website at <https://dataQs.fmcsa.dot.gov> to request that the information be changed).

Sincerely,

Kenneth Riddle
Federal Motor Carrier Safety Administration
Office of Registration and Safety Information



U.S. Department of
Transportation
1200 New Jersey Ave. S.E.
Washington, D.C. 20590

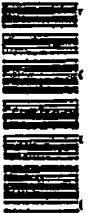
Federal Motor Carrier
Safety Administration

March 13, 2017

USDOT Number XXXX035
PIN: 12345678

⁷⁶
PIN

ABC TRUCKING
123 MAIN STREET
ANYTOWN, USA. 55555



BIENNIAL UPDATE REMINDER / WARNING NOTIFICATION

Dear MOTOR CARRIER

The Federal Motor Carrier Safety Administration (FMCSA) requires an update of your Motor Carrier Identification Report (MCS-150) form every two years (commonly known as the biennial update). This is required, even if your company's information has not changed or the company is no longer operating in interstate commerce.

"Interstate commerce" means trade, traffic, or transportation in the United States:

1. Between a place in a State and a place outside of such State (including a place outside of the United States); or
2. Between two places in a State through another State or a place outside of the United States; or
3. Between two places in a State as part of trade, traffic, or transportation originating or terminating outside the State or the United States.

FMCSA records indicate registration information for USDOT Number XXXX035 was last updated on March 31, 2016. Pursuant to 390.19(b)(2), its biennial update is due on or before May 31, 2017.

Pursuant to 49 CFR 390.19(b)(4), failure to complete the biennial update, consistent with the requirements of 49 CFR 390.19(b)(2), may result in the imposition of a civil penalty of up to \$1,000 for each offense. Each day the violation continues constitutes a separate offense, and the total penalty for all offenses related to a single violation may not exceed \$10,000. Failure to complete the biennial update may also result in deactivation of USDOT Number XXXX035. There is no charge assessed to your company to complete the biennial update process.

An active USDOT Number is required for motor carrier transportation in interstate commerce. Transportation without USDOT Registration and an active USDOT Number is specifically prohibited. See 49 USC 31134 and 49 CFR 392.9b. Continued operations after deactivation of a USDOT number may result in additional civil penalties, in accord with 49 U.S.C. 521.

To complete an online biennial update, perform the following steps:

- a) Go to <https://www.fmcsa.dot.gov/registration>
- b) Click on **FMCSA Online Registration System**
- c) Under **Existing Registration Updates** click on the radio button next to the prompt **I need to update my USDOT number registration information or file my biennial update (MCS-150)**. Scroll to the bottom of the screen and then click **Continue**.
- d) When the **USDOT Number MCS-150 Update (Including Biennial)** informational screen is displayed, click **File Electronically** to continue the process.
- e) Enter your full USDOT Number, PIN, EIN/SSN, Company Official information, and then click **Continue**. For your convenience, your PIN has been provided at the top of this letter.

- f) When the FMCSA Company Verification screen is displayed, verify the data and then click **Continue**.
- g) Enter all required valid credit card information and then click **Submit**.
- h) When your record is displayed, verify and/or correct the information on the electronic MCS-150 screens. Once all information has been verified and/or corrected, click **Modify**. You must click the **Modify** button in order for the biennial update to be completed. A confirmation screen will appear indicating your update to MCMIS has been accepted.
- i) Clicking on the **Generate MCS-150 Go** button allows you to print out a completed copy of the updated MCS-150 for your records.

For applicants without Internet access, FMCSA can mail instructions, forms, and other materials designed to assist in the off-line biennial update process. Please contact FMCSA support services at 1-800-832-5660 for assistance. Hard copy forms may be filed using one of the two options below:

Option 1: Filing Application by Mail
Federal Motor Carrier Safety Administration
Attention: USDOT Number Registration Biennial Update
1200 New Jersey Ave. S.E. (MC-ECE)
Washington, D.C. 20590

Option 2: Filing Application by Fax
Fax completed application to: 202-366-3477
Attention: USDOT Number Registration Biennial Update

The hard copy form must be received by FMCSA on or before May 31, 2017 to avoid deactivation of your USDOT number and the assessment of civil penalties.

Thank you for your prompt attention to this very important matter.

Sincerely,



Dr. G. Kelly Regal
Acting Director, Office of Registration and Safety Information