



Indiana Department of Revenue

Mike Braun, Governor
M. Kevin Gulley, Commissioner

Indiana Government Center
100 N. Senate Ave.
Indianapolis, IN 46204-2253

September 18, 2025

Violation Letter Requirements

Indiana Department of Revenue (DOR) Motor Carrier Services (MCS) offers the following guidelines for offending carriers who received a travel violation and must write a violation letter. All violation letters should include the following in full:

- Company letterhead
- Corporate address & phone number
- United States Department of Transportation (USDOT) number and Federal Employer Identification (FEIN) number
- Inspection report number and citation number on paperwork from the enforcement officer
- Oversize/Overweight Permit number for this trip (if applicable)
- Location at which the vehicle was stopped by law enforcement
- Name of driver and Commercial Driver's License (CDL) number
- Company name and corporate contact information of the escort and bucket truck (if applicable)
- If this load was escorted by law enforcement, jurisdiction and contact information of the escorting officers
- What was the violation? Explain
- Did this lapse in safety cause an accident? If so, explain
- Was the permit confiscated?
- Was the load impounded?
- What action will your company take with the driver for this violation? (verbal, suspension, termination, etc.)
- What action will your company take with this driver for future violations?
- What will your company do to avoid future violations of this nature?
- Valid signature by a corporate representative, including title and direct phone number