

This form is to be used in accordance with California Code of Regulations (CCR) Section 599.804. State agencies are required to investigate and take action on alleged misuse, and to notify the Department of General Services, Office of Fleet and Asset Management of the findings of their investigation at FARSInfo@dgs.ca.gov. Please do not include the name of drivers accused of misuse in this form.

Individual Completing Form

First Name	Last Name	Telephone
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Email Address

Department

Vehicle Information

License Number	Make	Model	Color
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Body Type	Other Vehicle Characteristics (Logo, Sticker, modification etc.)
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Incident Information

Highway/Route	Street Name
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Nearest City or Town	Direction of Travel/Nearest Major Intersection
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Other Location Information

Category of Misuse (please select one)	Additional Misuse Category (if applicable)
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Results of Investigation and Preliminary Decision

Date of Incident	Time of Incident	Duration of Incident
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Actual or Estimated Cost Attributed to Misuse

Head of Agency Review

Name			Title			Date		
Approve Preliminary Decision			Reject Preliminary Decision			Modify Preliminary Decision		

Modified Decision (if applicable)