

SURVIVING DRIVER BAC TEST RESULTS REPORT FORM

PURPOSE

This form is used by authorized law enforcement personnel to report the blood alcohol content test results of surviving drivers involved in fatality and/or serious injury accidents to the Missouri State Highway Patrol, Traffic Records Division, Fatality Analysis Reporting System (FARS) Unit. The FARS is part of the National Highway Traffic Safety Administration (NHTSA) who in turn does extensive analysis on impaired drivers.

WHEN USED

According to section 577.021 RSMo, law enforcement officers who investigate a motor vehicle crash involving a fatality or serious physical injury as defined in section 565.002, RSMo, shall make all reasonable efforts to administer a chemical test to any person suspected of driving a motor vehicle involved in the crash.

COMPLETION INSTRUCTIONS

The fields on the form are self-explanatory. The form provides fields for up to four drivers per accident. If there are more than four drivers, complete additional forms. When the surviving driver is not tested, an explanation is required in the "Reason Not Tested" field.

ROUTING / DISPOSITION

A. Electronic Completion and Routing

1. Route the completed form by e-mail to the FARS Unit of the Traffic Records Division.
2. Use the e-mail address built into the application.
3. A copy should be made and retained by the investigating agency.

B. Manual Completion and Routing

1. Print a blank copy from the PC and complete the form.
2. Mail the completed form to the Missouri State Highway Patrol, Traffic Records Division - FARS Unit, P.O. Box 568, Jefferson City, Missouri 65102, or FAX to (573) 751-9921, Attention: FARS Unit.
2. A copy should be made and retained by the investigating agency.

NEW USER REGISTRATION

All first time users of the Surviving Driver BAC Test Results Report Form will use this to register their profile and submit a request for becoming an authorized user to access the system.

Step-by-Step

1. From the MSHP homepage, select the **Law Enforcement Portal** link.
2. Single click the **Surviving Driver BAC Test Results** link.

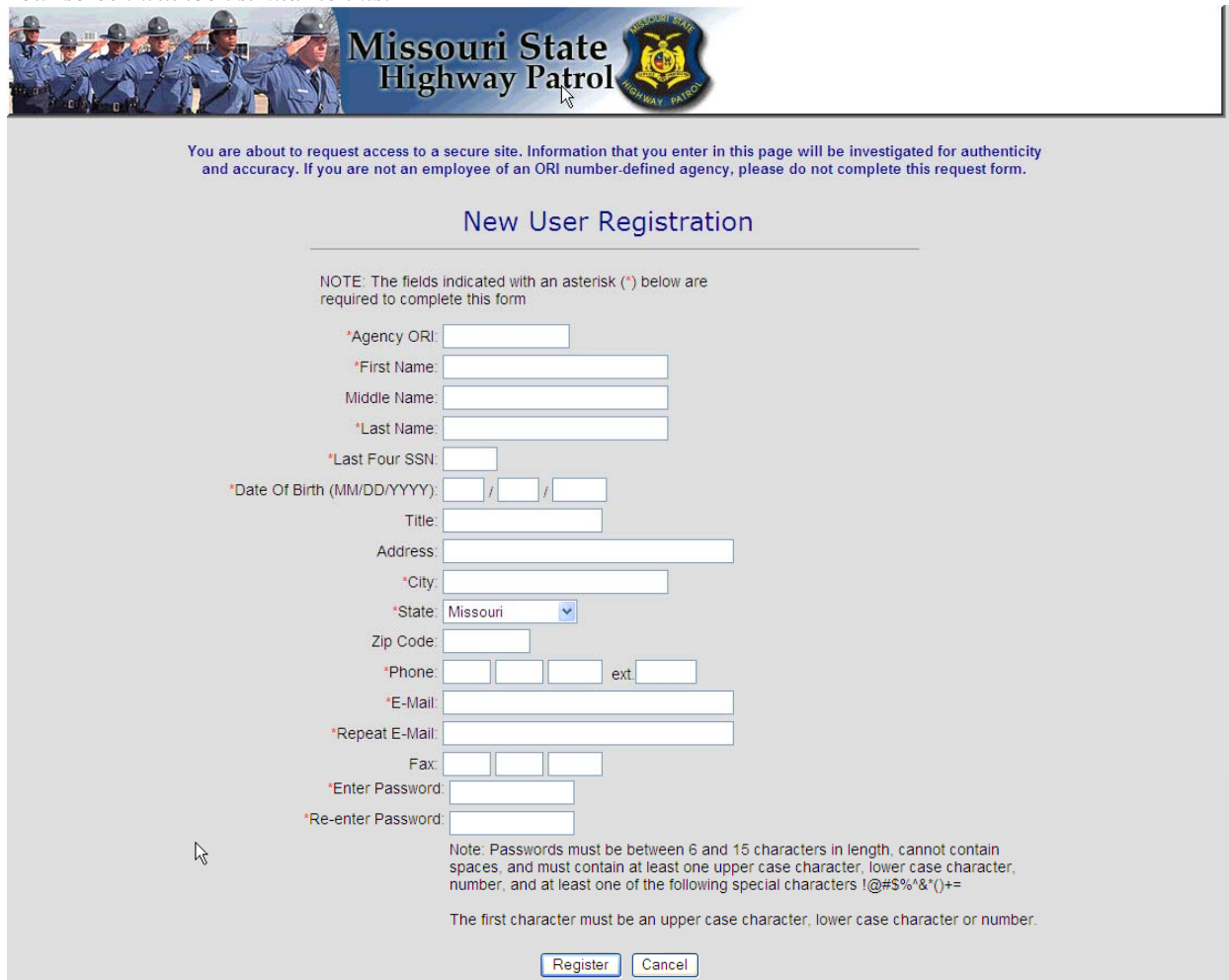
Your screen will look similar to this:



The screenshot shows the login interface for the Missouri State Highway Patrol. At the top, there is a banner with the Missouri State Highway Patrol logo and a photo of officers. Below the banner, the title "Surviving Driver BAC Test Results Report Form Login" is displayed. The interface is divided into two columns: "Existing User" and "New User". Under "Existing User", there are input fields for "User Id:" and "Password:", followed by "Login" and "Reset" buttons. Under "New User", there is a "Click here to Register" button and a "Forgot Password?" link. At the bottom right, there is a link for the "Surviving Driver BAC Test Results Help Manual".

3. Single click the [Click here to Register](#) button.

Your screen will look similar to this:



The screenshot shows the Missouri State Highway Patrol logo at the top left. Below the logo is a banner with the text "Missouri State Highway Patrol" and a small circular emblem. A warning message reads: "You are about to request access to a secure site. Information that you enter in this page will be investigated for authenticity and accuracy. If you are not an employee of an ORI number-defined agency, please do not complete this request form." The main heading is "New User Registration". A note states: "NOTE: The fields indicated with an asterisk (*) below are required to complete this form". The form fields are: Agency ORI, First Name, Middle Name, Last Name, Last Four SSN, Date Of Birth (MM/DD/YYYY), Title, Address, City, State (dropdown menu set to Missouri), Zip Code, Phone (with ext. field), E-Mail, Repeat E-Mail, Fax, Enter Password, and Re-enter Password. A password note specifies: "Note: Passwords must be between 6 and 15 characters in length, cannot contain spaces, and must contain at least one upper case character, lower case character, number, and at least one of the following special characters !@#\$%^&*()+=". A final note says: "The first character must be an upper case character, lower case character or number." At the bottom are "Register" and "Cancel" buttons.

4. Enter your **ORI**.

Your ORI must be 9 alpha and numeric characters and always begin with MO. Be sure to enter this correctly.

5. Enter your **First Name**.

First Name must be between 1 and 30 characters in length.

6. Enter your **Middle Name**.

Middle name must be between 1 and 30 characters in length.

7. Enter your **Last Name**.

Last name must be between 1 and 30 characters in length. This is the name of the person requesting a User Id and password for access to the Surviving Driver BAC Test Results Report Form. You are not creating a user id here.

8. Enter your **Title** if applicable (*optional*).

9. Enter your mailing **Address**.

10. Enter the **City** of your mailing address.

City must be between 1 and 30 characters in length.

11. Select a **State** for your mailing address.

This field will default to Missouri for you. You may Tab past it.

12. Enter the **Zip Code** for your mailing address.

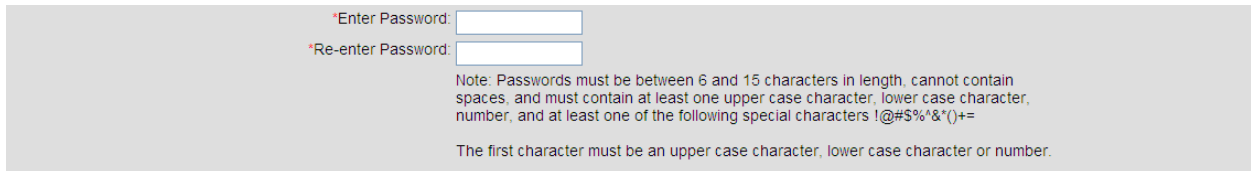
13. Enter your **Phone** number.

Phone must be between 10 and 15 characters in length. This number will be used to contact you if we have a question about your registration.

14. Enter your **E-Mail** address.

Email address must be between 7 and 50 characters in length. This address will be used to contact you with your User ID and Password once you have been registered.

15. Enter your **Fax** number.



*Enter Password:

*Re-enter Password:

Note: Passwords must be between 6 and 15 characters in length, cannot contain spaces, and must contain at least one upper case character, lower case character, number, and at least one of the following special characters !@#%&*()+=.

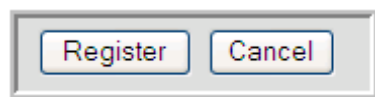
The first character must be an upper case character, lower case character or number.

16. Enter the Password you wish to have set with your new User ID.

Passwords must be between 6 and 15 characters in length, cannot contain spaces, and must contain at least on upper case character, one lower case character, one number, and at least one of the following special characters !@#%&*()+=.

17. **Re-enter** your Password.

This will verify that you have typed the password exactly the same twice.

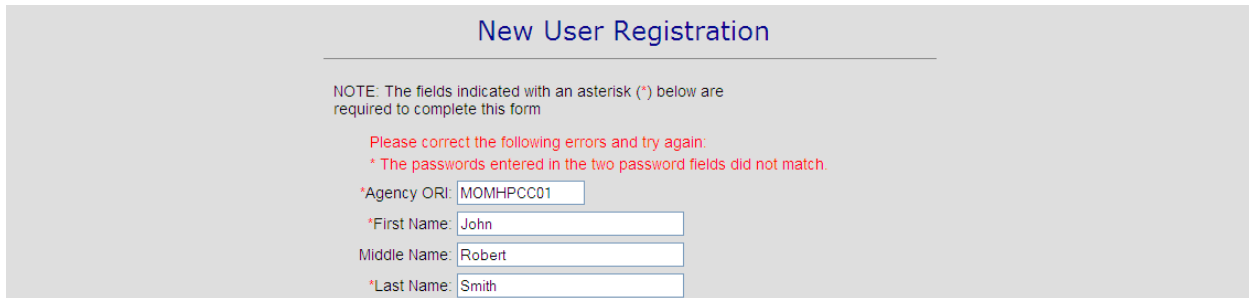


Register Cancel

18. Single click the button to submit your new user registration request. will return you to the Surviving Driver BAC Test Results Report Form Login homepage.

NOTE: If you do not complete a required field or have input information erroneously, you will be presented with the New User Registration input screen again.

Your screen will look similar to this:



New User Registration

NOTE: The fields indicated with an asterisk (*) below are required to complete this form

Please correct the following errors and try again:
* The passwords entered in the two password fields did not match.

*Agency ORI:

*First Name:

Middle Name:

*Last Name:

You will be given a list (in red) of each error that needs to be corrected. You will need to re-enter both password fields if you encounter *any* errors. Correct each error noted in red and single click the Register button again.

REQUEST A FORGOTTEN PASSWORD

Your User Id and Password will allow you to access the Surviving Driver BAC Test Results Report Form. If you forget your password you may call technical support and request your password.

Step-by-Step

1. From the MSHP homepage, select **Law Enforcement Portal** link.
2. Single click the link **Surviving Driver BAC Test Results** link.

Your screen will look similar to this:



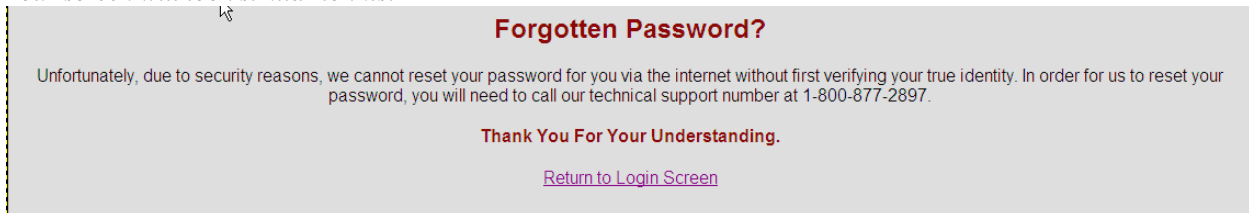
Missouri State Highway Patrol

Surviving Driver BAC Test Results Report Form Login

Existing User	New User
User Id: <input type="text"/>	<input type="button" value="Click here to Register"/>
Password: <input type="text"/>	Password Related <input type="button" value="Forgot Password?"/>
<input type="button" value="Login"/>	
<input type="button" value="Reset"/>	Surviving Driver BAC Test Results Help Manual

3. Single click the button.

Your screen will look similar to this:



Forgotten Password?

Unfortunately, due to security reasons, we cannot reset your password for you via the internet without first verifying your true identity. In order for us to reset your password, you will need to call our technical support number at 1-800-877-2897.

Thank You For Your Understanding.

[Return to Login Screen](#)

4. Note the 800 number and single click the [Return to Login Screen](#) link.

SYSTEM ACCESS

Step-by-Step

1. From the MSHP homepage, select the **Law Enforcement Portal** link.
2. Single click the **Surviving Driver BAC Test Results** link.

Your screen will look similar to this:



The screenshot shows the login page for the Missouri State Highway Patrol. At the top, there is a banner with a photograph of officers in uniform and the Missouri State Highway Patrol logo. Below the banner, the title "Surviving Driver BAC Test Results Report Form Login" is displayed. The page is divided into two columns: "Existing User" and "New User". Under "Existing User", there are input fields for "User Id:" and "Password:", followed by "Login" and "Reset" buttons. Under "New User", there is a "Click here to Register" button and a "Forgot Password?" button. At the bottom right, there is a link for "Surviving Driver BAC Test Results Help Manual".

3. Enter your **User Id**.

This will be the User Id that was sent to you from MSHP.

4. Enter the **Password** that you requested be set for you when you submitted your New User Registration information.

5. Single click the **Login** button. **Reset** empties all fields of their current data, allowing you to start again.

Your screen will look similar to this:

E-Mail

Reset Form

Print Form

SHP-263E 05/10

MISSOURI STATE HIGHWAY PATROL
SURVIVING DRIVER BAC TEST RESULTS
(Fatal and Serious Injury Crashes)

ACCIDENT LOCATION			
AGENCY NAME		TROOP / ZONE (MSHP use only)	AGENCY ORI
ACCIDENT DATE	COUNTY	REPORT / CASE / INCIDENT NUMBER	

DRIVER NAME (First Name) (MI) (Last Name)		DATE OF TEST	TIME OF TEST
TYPE OF ALCOHOL TEST(S) ADMINISTERED (Select all that apply)			
<input type="checkbox"/> Preliminary Breath Test (PBT) BAC RESULT: 0. %	<input type="checkbox"/> Evidentiary Breath Test BAC RESULT: 0. %	<input type="checkbox"/> Blood Test (test results must be reported upon receipt from lab) BAC RESULT: 0. %	
<input type="checkbox"/> TEST(S) NOT ADMINISTERED — REASON			
<input type="checkbox"/> Driver Refused <input type="checkbox"/> Other (Explanation Required)			
REASON NOT TESTED			

DRIVER NAME (First Name) (MI) (Last Name)		DATE OF TEST	TIME OF TEST
TYPE OF ALCOHOL TEST(S) ADMINISTERED (Select all that apply)			
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REASON NOT TESTED			