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.

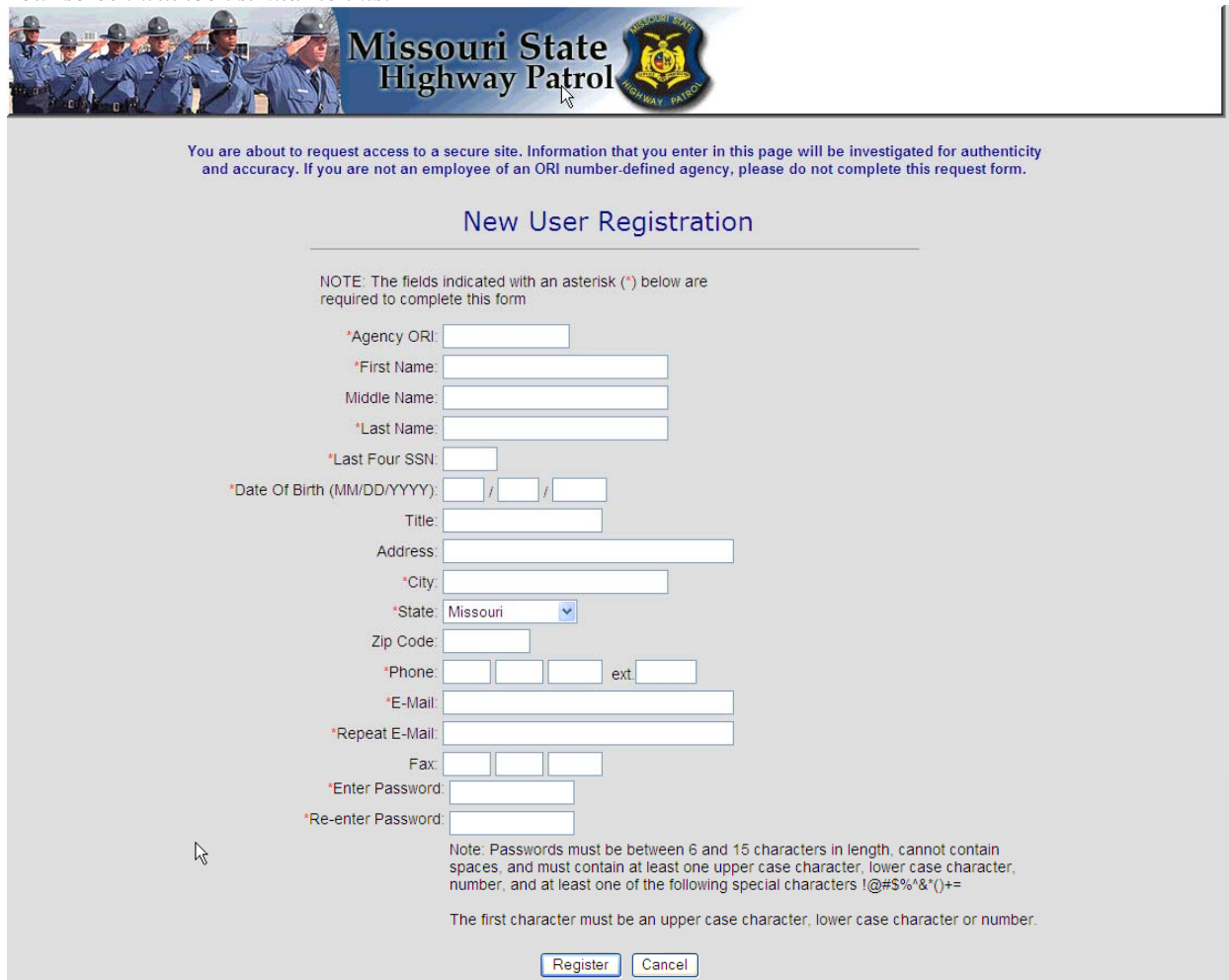**2.** Single click the **Surviving Driver BAC Test Results** link.

Your screen will look similar to this:

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

Your screen will look similar to this:

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.

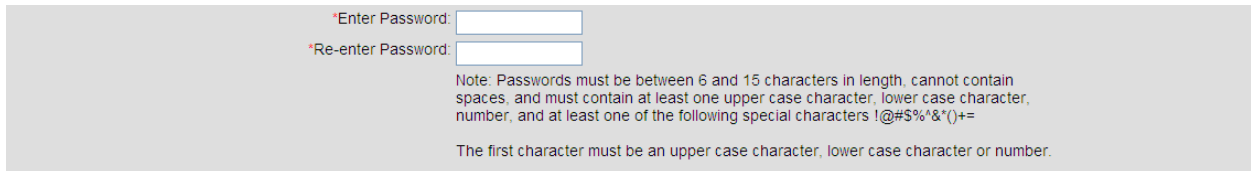**12.** Enter the **Zip Code** for your mailing address.

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 is address will be used to contact you with your User ID and Password once you have been registered.

15. Enter your **Fax** 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 !@#$%^&*( )+=.
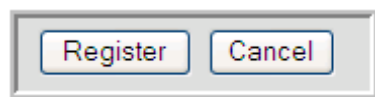
17. **Re-enter** your Password.

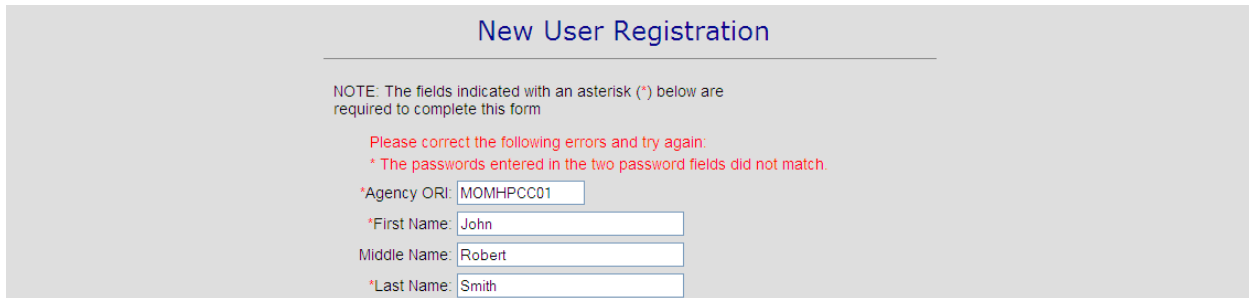This will verify that you have typed the password exactly the same twice.

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: MOMHPCC01

*First Name: John

Middle Name: Robert

*Last Name: Smith

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 **<u>Law Enforcement Portal</u>** link.

2. Single click the link **Surviving Driver BAC Test Results** link.
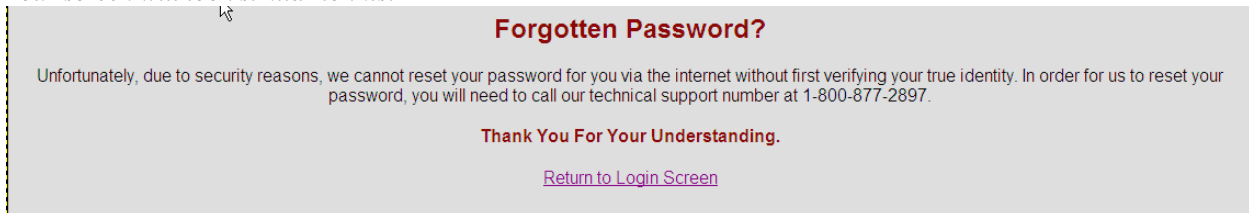
Your screen will look similar to this:

Missouri State Highway Patrol

Surviving Driver BAC Test Results Report Form Login

Existing User

New User

Click here to Register

User Id:

Password Related

Password:

Forgot Password?

Login

Reset

Surviving Driver BAC Test Results Help Manual

3. Single click the Forgot Password? 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:

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:

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)

☐ Preliminary Breath Test (PBT)   ☐ Evidentiary Breath Test   ☐ Blood Test (test results must be reported upon receipt from lab)

BAC RESULT: 0.____ %   BAC RESULT: 0.____ %   BAC RESULT: 0.____ %

☐ TEST(S) NOT ADMINISTERED — REASON

☐ Driver Refused   ☐ 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)

☐ Preliminary Breath Test (PBT)   ☐ Evidentiary Breath Test   ☐ Blood Test (test results must be reported upon receipt from lab)

BAC RESULT: 0.____ %   BAC RESULT: 0.____ %   BAC RESULT: 0.____ %

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BAC RESULT: 0.____ %   BAC RESULT: 0.____ %   BAC RESULT: 0.____ %

☐ TEST(S) NOT ADMINISTERED — REASON

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REASON NOT TESTED