

MISSOURI UNIFORM CRASH REPORT FORMS AND PREPARATION MANUAL

PURPOSE

The Missouri Uniform Crash Report form and Missouri Uniform Crash Report continuation / supplement forms are used by authorized law enforcement personnel to record and report information attendant to motor vehicle crashes as prescribed by sections 43.250 and 43.251, RSMo. The Missouri Uniform Crash Report Preparation Manual provides detailed instructions for the completion of the Missouri Uniform Crash Report Forms.

WHEN USED

According to section 43.250, RSMo, law enforcement officers who investigate a vehicle accident resulting in injury to or death of a person, or total property damage to an apparent extent of five-hundred dollars or more to one person, or who otherwise prepares a written or computer-generated report as a result of an investigation either at the time of and at the scene of the accident, or thereafter by interviewing the participants or witnesses, shall forward a report of such accident to the superintendent of the Missouri State Highway Patrol within ten days after his or her investigation of the accident. Section 43.251 (2), RSMo, requires every written or computer-generated accident report required to be made, pursuant to section 43.250, RSMo, be submitted on the appropriate form or in the appropriate computer format approved by the superintendent of the Missouri State Highway Patrol and shall contain all the information required unless not available. **The 2012 version of the Missouri Uniform Crash Report must be used in association with motor vehicle crashes that occur midnight January 1, 2012, and thereafter.**

COMPLETION INSTRUCTIONS

The Missouri Uniform Crash Report forms must be completed in accordance with instructions provided in the Missouri Uniform Crash Report Preparation Manual. The PDF of the Missouri Uniform Crash Report does not have diagramming capabilities. Therefore, either a hand drawn diagram or a computer-generated diagram of the motor vehicle crash scene must be completed and attached to the crash report form as prescribed by the Missouri Uniform Crash Report Preparation Manual.

ROUTING / DISPOSITION

1. Once the Missouri Uniform Crash Report form is completed, print the form. Also print any Missouri Uniform Crash Report continuation / supplement forms completed in conjunction with the motor vehicle crash.
2. Attach either a hand drawn diagram or a computer-generated diagram of the motor vehicle crash scene to the crash report form.
3. Mail a copy the completed form(s) and diagram to the Missouri State Highway Patrol, Traffic Records Division, P.O. Box 568, Jefferson City, Missouri 65102. Completion of the PDF crash reports forms will not facilitate electronic submission of crash data to the Highway Patrol.
4. Retain a copy for your respective investigating agency file.

ADDITIONAL INFORMATION

Once access to the Missouri Uniform Crash Report forms and Missouri Uniform Crash Report Preparation Manual is gained, the forms and manual may be downloaded for future use. Crash reports **may not** be emailed to the Missouri State Highway Patrol, Traffic Records Division. The PDF version of the Missouri Uniform Crash Report form **will not** facilitate electronic submission of crash report data to the Highway Patrol. A copy of the completed PDF form can be saved to the computer where it is being completed; however, it must be printed and forwarded to the Highway Patrol in hardcopy form. Considering there is not a database with the PDF crash report form, data from motor vehicle crash reports not submitted to the Highway Patrol for inclusion into the Statewide Traffic Accident Records System (STARS) cannot be retrieved.

NEW USER REGISTRATION

All first time users of the PDF MISSOURI UNIFORM CRASH REPORT FORMS AND PREPARATION MANUAL 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 **Missouri Uniform Crash Report Forms and Preparation Manual** link.

Your screen will look similar to this:

Missouri State Highway Patrol

Missouri Uniform Crash Report Form Login

Existing User

User Id:

Password:

New User

Password Related

[Missouri Uniform Crash Report Form Help Manual](#)

3. Single click the button.

Your screen will look similar to this:

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.

New User Registration

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

*Agency ORI:

*First Name:

Middle Name:

*Last Name:

*Last Four SSN:

*Date Of Birth (MM/DD/YYYY): / /

Title:

Address:

*City:

*State:

Zip Code:

*Phone: ext.

*E-Mail:

*Repeat E-Mail:

Fax:

*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.

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 PDF crash report forms and preparation manual. You are not creating a user id here.

8. Enter the Last Four digits of your SSN.

Last Four SSN must be 4 numbers.

9. Enter your Date of Birth.

Date of Birth must be 10 numbers in the format MMDDYYYY.

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

11. Enter your mailing **Address**.

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

City must be between 1 and 30 characters in length.

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

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

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

15. 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.

16. 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.

17. 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.

18. 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 !@#%&*()+=.

19. **Re-enter** your Password.

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

20. Single click the button to submit your new user registration request. will return you to the Missouri Uniform Crash Report Forms and Preparation Manual 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 OR#:

*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 crash report forms and preparation manual. 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 **Missouri Uniform Crash Report Forms and Preparation Manual** link.

Your screen will look similar to this:



Missouri State Highway Patrol

Missouri Uniform Crash Report Form Login

Existing User New User

User Id:

Password:

 Password Related

[Missouri Uniform Crash Report Form Help Manual](#)

3. Single click the **Forgot Password?** button.

Your screen will look similar to this:



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 **Missouri Uniform Crash Report Forms and Preparation Manual** 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 button. empties all fields of their current data, allowing you to start again.

Your screen will look similar to this:

