

**Rules of**  
**Department of Public Safety**  
**Division 30—Office of the Director**  
**Chapter 2—Driving While Intoxicated Records**

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**Title 11—DEPARTMENT OF  
PUBLIC SAFETY**

**Division 30—Office of the Director  
Chapter 2—Driving While Intoxicated  
Records**

**11 CSR 30-2.010 Collection**

*PURPOSE: This establishes the rule relating to the collection of information for the driving while intoxicated offender system mandated by sections 302.225 and 577.001–577.051, RSMo.*

(1) Records required to be filed with the Missouri State Highway Patrol shall be filed upon forms and according to procedures promulgated by the director of the Department of Public Safety and approved by the Missouri Supreme Court. The records shall be forwarded to the Missouri State Highway Patrol, General Headquarters, P.O. Box 1408, Jefferson City, MO 65102.

(2) The record forwarded by the clerk to the Missouri State Highway Patrol involving any moving traffic violation conviction under the laws of this state, or county or municipal ordinance shall include, but not be limited to, the court date, the court, the court originating agency identifier (ORI) number, court case number, the name, address, race, sex and motor vehicle operator's or chauffeur's license number of the person who is the subject of the proceeding, the code or number identifying the particular arrest, the case disposition and any court action or requirements pertaining to and including, but not limited to, pleas of guilty, findings of guilty, suspended imposition of sentences, suspended execution of sentence, probation, conditional sentences and sentences of confinement. The record forwarded by the clerk involving a violation of state law, or county or municipal ordinance regulating alcohol- and/or drug-related driving offenses shall include, in addition to the previously mentioned, the statute or ordinance number of the charge and the appropriate state charge code for the offense.

(3) The record(s) involving a violation of state law or county or municipal ordinance governing alcohol- and/or drug-related driving offenses shall indicate if the case is being appealed. In the event the case is being appealed, the trial court, upon final adjudication of the case being appealed, within fifteen (15) days thereafter, shall forward a record of the disposition to the Missouri State Highway Patrol, General Headquarters, P.O. Box 1408, Jefferson City, MO 65102, for inclusion in the Missouri Uniform Law Enforce-

ment System records. The record shall be clearly identified as in section (2) under the collection section.

(4) Final disposition records for misdemeanor traffic violations will be recorded on the reverse side of the original copy of either the uniform traffic ticket or the uniform complaint and summons identified as the abstract of court record (Appendix A) or an approved record of conviction form (Appendix E). Final disposition records for felony traffic violations shall be recorded upon an approved record of conviction form. Unless otherwise specified, an approved record of conviction form shall be substantially the same as set forth and shown in these regulations, and the form shall be used as applicable and disposition information shall be reported in accordance with the requirements for the form as established by the Supreme Court Rule Number 37.461. The Missouri State Highway Patrol, in order to maintain file integrity, may return to the originating court any disposition submitted upon the wrong form or which does not contain sufficient data or which is not sufficiently legible to allow entry of a complete record of conviction into the Missouri Uniform Law Enforcement System records. The corrected record of conviction shall be returned to the Highway Patrol within fifteen (15) days of receipt by the court.

(5) An approved record of conviction form, at the discretion of the director of the Department of Public Safety, may be either a manual reporting form or an automated reporting method or form. Records of conviction generated by the courts in paper format will be forwarded to the Missouri State Highway Patrol. Those records reported in an electronic format will be submitted to the Department of Revenue. Once processed, the Department of Revenue will forward records of conviction reported electronically to the Missouri State Highway Patrol. When reporting records of conviction for traffic offenses in an electronic format, the name of the court clerk is not required. Instead, courts shall use their originating agency identifier (ORI) number. The format of the record of conviction form, either paper or electronic shall be substantially the same as set forth and shown in these regulations and the form shall be used as applicable and disposition information shall be reported in accordance with the requirements of the form. The Department of Revenue, in order to maintain file integrity, may return to the originating court any record that is not submitted in the correct format, reported erroneously, or which does not contain sufficient data.

(6) The dispositions forwarded by the clerk involving a violation of state law, or county or municipal ordinance relating to offenses involving alcohol- and/or drug-related driving violations shall state if the defendant was represented by counsel, or if not represented by counsel, whether or not s/he waived his/her right to counsel.

(7) All agencies in the state of Missouri authorized by law to enforce the provisions of Chapters 302 and 577, RSMo or any other law of this state, or county or municipal ordinance regulating the operation of motor vehicles, shall use only those uniform traffic tickets or uniform complaint and summonses currently approved for use by the Missouri Supreme Court.

(8) Any uniform traffic ticket or complaint and summons submitted to the court shall clearly show the police department name and originating agency identifier (ORI) number in the upper left-hand corner and the unique traffic ticket number in the upper right-hand corner on the front side of each page.

(9) The Missouri State Highway Patrol shall serve as the central repository for the assignment of a unique number to every traffic ticket and complaint and summons issued for use in the state of Missouri by any court, law enforcement agency or other issuing authority. Every court, law enforcement agency or other issuing authority desirous of ordering uniform traffic tickets, prior to submission of each order of traffic tickets or complaint and summonses to a supplier or vendor, must contact the Missouri State Highway Patrol, General Headquarters, PO Box 1408, Jefferson City, MO 65102, (573) 751-3313, extension 185 or 189, in order that a set of unique numbers can be assigned to each set to be ordered.

*AUTHORITY: sections 302.225 and 577.001–577.051, RSMo 2000.\* Original rule filed Jan. 13, 1983, effective April 11, 1983. Amended: Filed Dec. 4, 1984, effective May 11, 1985. Amended: Filed Aug. 15, 1986, effective Jan. 29, 1987. Amended: Filed March 13, 2001, effective Aug. 30, 2001.*

*\*Original authority: 302.225, RSMo 1939, amended 1951, 1961, 1978, 1982, 1989, 1997; 577.001–577.051, RSMo. Please see Missouri Revised Statutes 2000.*



APPENDIX A

UNIFORM COMPLAINT & SUMMONS

Abstract of Court Record

MOMHP0000 – MISSOURI HIGHWAY PATROL
STATE OF MISSOURI
IN CIRCUIT COURT OF

COUNTY DIVISION

UNDERSIGNED POLICE OFFICER STATES THAT
on or about (date) upon/at or near (location/log pt.) at (time) AM
PM

WITHIN COUNTY AND STATE AFORESAID
Name (last, first, middle)

Street Address

City State Zip

Date of Birth Age Race Sex Height Weight

Driver's Lic. No. State

Dept. of Revenue Use Only – Do not write in this space.

Employer Street Address

City State Zip

DID UNLAWFULLY OPERATE PARK

Year/Make Model Style Color

Number State Year

AND THEN AND THERE DID COMMIT THE FOLLOWING OFFENSE TO WIT
Description of Violation

Driving MPH when limited to MPH

Detection Method watch (air) pace

stationary radar moving radar watch (ground) other

In violation of RSMo. Mo. Charge Code in accident

Ord. DWI/BAC

THE ABOVE COMPLAINT IS TRUE AS I VERILY BELIEVE.
Officer Badge

SWORN TO BEFORE ME THIS DATE

Name & Title Date

I promise to dispose of the charges of which I am accused through court appearance or prepayment of fine and court costs.

Signature

Court Date Court Time AM

PM

Street Address City

ON INFORMATION, UNDERSIGNED PROSECUTOR COMPLAINS AND
INFORMS COURT THAT ABOVE FACTS ARE TRUE AS HE VERILY
BELIEVES.

Prosecutor's Signature Date

<b>DOR USE ONLY</b>	Add Pts	Viol Cde	Descrip Cde	Sent Cde	Lic Surrendered

DOR Microfilm No.

Court ORI	Court Name
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MO

Court Case Number	Date Filed	Conviction Date
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Defendant represented by counsel	Defendant waived right to counsel
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YES  NO  YES  NO

Charge on which convicted	MO Charge Code or Description of Offense
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RSMO  
 ORD

Fine	Sentence
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\$ \_\_\_\_\_ Days in jail

SUSPENDED IMPOSITION OF SENTENCE | Probation / Sentence Suspended

Program Participation

ALCOHOL / DRUG RELATED TRAFFIC OFFENDER EDUCATION

ALCOHOL / DRUG REHABILITATION

DRIVER IMPROVEMENT (IN LIEU OF POINT ASSESSMENT)

LICENSE SURRENDERED AT CONVICTION  YES  NO  PROPERTY DAMAGE / PERSONAL INJURY RESULTED FROM VIOLATION. ASSESS TWO ADDITIONAL POINTS.

Bond Forfeiture	Name of Judge
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YES  NO

I CERTIFY THIS TO BE A TRUE ABSTRACT OF RECORD IN THIS CASE.

Name & Title

Remarks

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APPENDIX E

RECORD OF CONVICTION

127

<b>DOR USE ONLY</b>	Add Pts	Viol Cde	Descrip Cde	Sent Cde	Lic Surrendered
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DOR Microfilm No.

Arr Agency ORI	Arr Agency Name	Arr No.
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MO

Date of Viol	Location	Time	<input type="checkbox"/> AM
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PM

Name (Last, First, MI)

Street Address

City	State	Zip Code
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Date of Birth	Sex	Race	Height	Weight
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Driver's Lic No.	State
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Dept. of Revenue use only – Do not write in this space.

Court ORI	Court Name
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MO

Court Case Number	Conviction Date
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Defendant represented by counsel  Yes  No waived right to counsel  Yes  No

Charge on Which Convicted

RSMO  ORD

Mo. Charge Code or Description of Offense

Fine	Bond Forfeiture	Confinement
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\$  YES  NO \_\_\_\_\_ Days

SUSPENDED IMPOSITION OF SENTENCE | Probation/Sentence Suspended

\_\_\_\_\_ Days

Program Participation

- ALCOHOL/DRUG RELATED TRAFFIC OFFENDER EDUCATION
- ALCOHOL/DRUG REHABILITATION
- DRIVER IMPROVEMENT (IN LIEU OF POINT ASSESSMENT)

LICENSE SURRENDERED | PROPERTY DAMAGE/PERSONAL INJURY RESULTED FROM VIOLATION. ASSESS TWO ADDITIONAL POINTS.

YES  NO  YES  NO

Name of Judge

I CERTIFY THIS TO BE A TRUE ABSTRACT OF RECORD IN THIS CASE.

Name & Title

See remarks on reverse side of form.

DOR-152 (5-83)

**11 CSR 30-2.020 Storage**

*PURPOSE: This establishes the rule relating to the storage of information driving while intoxicated offender system mandated by sections 302.225 and 577.001–577.051, RSMo.*

(1) The Missouri State Highway Patrol will be responsible for developing the necessary computer programs to maintain the driving while intoxicated offender system as mandated by sections 302.225 and 577.001–577.051, RSMo (1986).

(2) The record of driving while intoxicated dispositions entered into the Missouri Uniform Law Enforcement System by the Missouri State Highway Patrol will include, but not be limited to, the court date, the court, the court originating agency identifier (ORI), the court case number, the name, address, race, sex and motor vehicle operator's or chauffeur's license number of the person who is the subject of the proceeding, the code or number identifying the particular arrest, the case disposition, including the date of disposition, and any court action or requirements pertaining thereto, and the arresting law enforcement agency.

(3) The disposition for any alcohol- and/or drug-related driving offense in violation of state law or county or municipal ordinance received by the Missouri State Highway Patrol and which shows a plea or finding of guilty, suspended imposition of sentence, suspended execution of sentence, probation, conditional sentences or sentences of confinement will be entered and shown accordingly in the Missouri Uniform Law Enforcement System records and shown as a conviction unless otherwise notified by a court of jurisdiction.

*AUTHORITY: section 577.051, RSMo 1986.\* Original rule filed Jan. 13, 1983, effective April 11, 1983. Amended: Filed Dec. 4, 1984, effective May 11, 1985.*

*\*Original authority: 577.051, RSMo 1982, amended 1995, 1997.*

**11 CSR 30-2.030 Dissemination**

*PURPOSE: This establishes the rule relating to the dissemination of information for the driving while intoxicated offender system mandated by sections 302.225 and 577.001–577.051, RSMo.*

(1) The dissemination of conviction records from the driving while intoxicated offender

system shall be used primarily for the purpose of identifying previous convictions and directing law enforcement officers, prosecuting or circuit attorneys, or judges of a municipal or state court to the court of original jurisdiction.

(2) The Missouri State Highway Patrol shall record all disseminations from the driving while intoxicated offender system on a log showing the name of the accessor or requestor, the authority of the requestor, the purpose of the request, the identity of the individual to whom the information relates, the disseminating employee and the date of dissemination. The log shall be maintained and retained for a period of at least thirteen (13) months from the date of release.

*AUTHORITY: section 577.051, RSMo 1986.\* Original rule filed Jan. 13, 1983, effective April 11, 1983.*

*\*Original authority: 577.051, RSMo 1982, amended 1995, 1997.*

**11 CSR 30-2.040 Closure, Sealing and Expungement**

*PURPOSE: This establishes the rule relating to the closure, sealing and expungement of information for the driving while intoxicated offender system mandated by sections 302.225 and 577.001–577.051, RSMo.*

(1) The closure, sealing and expungement of records required to be entered by the Missouri State Highway Patrol in the Missouri Uniform Law Enforcement System shall be in accordance with section 577.051 and Chapter 610, RSMo to the contrary notwithstanding.

*AUTHORITY: section 577.051, RSMo 1986.\* Original rule filed Jan. 13, 1983, effective April 11, 1983.*

*\*Original authority: 577.051, RSMo 1982, amended 1995, 1997.*