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# Rules of Department of Revenue

## Division 10—Director of Revenue

### Chapter 24—Drivers License Bureau Rules

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**Title 12—DEPARTMENT OF  
REVENUE  
Division 10—Director of Revenue  
Chapter 24—Drivers License  
Bureau Rules**

**12 CSR 10-24.010 Form Filing**

*PURPOSE: This rule complies with section 544.045, RSMo which provides for a form to be approved by the director of revenue to be used by judicial officers and law enforcement as a receipt for a Missouri driver's license accepted in lieu of bail.*

(1) The attached form is filed to establish a uniform driver's license deposit receipt in lieu of bail for use by Missouri courts and law enforcement.

*AUTHORITY: section 544.045, RSMo 1994.\* Original rule filed May 28, 1975, effective June 7, 1975. Amended: Filed Oct. 22, 1997, effective April 30, 1998.*

*\*Original authority 1967, amended 1985, 1989, 1991.*

Control Number				
<b>DRIVER'S LICENSE DEPOSIT RECEIPT</b>				
This receipt is to be accepted for purposes of driving a motor vehicle in place of a Missouri driver's license deposited in lieu of bail with: _____				
Name of Court			Address	
This receipt is valid until _____				
Month		Day	Year	
<b>DEPOSITED LICENSE INFORMATION</b>				
Name: Last                      First                      Initial			Driver's License Number	
Street Address			Restriction Codes	Expiration Date
City		State	Zip	Motorcycle qualified: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Birth	Height	Weight	Eye Color	License Class
Receipt issued by: _____				
Name		Title	Date	

If you fail to appear at the proper time to answer the charge placed against you, the clerk of the court, or the judge of the court, if there is no clerk, shall within ten days notify the Director of Revenue of the failure to appear, and the director shall thereafter withhold any renewal of a license or the issuance of a duplicate license to you until notified by the court that the charge has been reduced to final judgment.



**12 CSR 10-24.020 Trial De Novo Procedures and Parties**

*PURPOSE:* This rule establishes the proper procedures and parties necessary for a trial de novo in the circuit court following an administrative hearing sustaining the suspension or revocation of a person's driving privilege pursuant to section 302.530, RSMo.

(1) Any person aggrieved by a decision of the department rendered at an administrative hearing pursuant to section 302.530, RSMo shall file an appeal for judicial review within fifteen (15) days after being notified by certified letter of the department's decision or the decision shall be final.

(2) The appeal from the decision of the department shall be in the form of a petition for trial de novo. The petition shall be filed in the circuit court of the county where the arrest occurred. The trial de novo shall be conducted pursuant to the Missouri rules of civil procedure and not as an appeal of an administrative decision pursuant to Chapter 536, RSMo. Process shall be served personally upon the director of revenue, Harry S Truman State Office Building, Room 660, 301 West High Street, Jefferson City, MO 65105. The case shall be decided by the judge sitting without a jury.

(3) If the person files a timely petition for trial de novo under section 302.535.1., RSMo and if the person's driving record shows no prior alcohol-related enforcement contact during the immediately preceding five (5) years, the petitioner shall be issued a restricted driving privilege for the limited purpose of driving in connection with the petitioner's business, occupation, employment or formal program of secondary, post-secondary or higher education. The restricted driving privilege shall not be issued until the petitioner has completed the first thirty (30) days of a suspension.

(4) The department shall not issue a restricted driving privilege to a petitioner whose driving record shows any prior alcohol-related enforcement contact during the immediately preceding five (5) years.

(5) The director of revenue shall be represented at trials de novo under section 302.535.1., RSMo by attorneys from the Department of Revenue, Office of the General Counsel.

*AUTHORITY:* sections: 302.525, RSMo Supp. 1991, 302.530 and 302.535, RSMo 1986.\* Original rule filed Feb. 3, 1984,

effective May 11, 1984. Amended: Filed Aug. 14, 1984, effective Dec. 13, 1984. Amended: Filed Oct. 1, 1985, effective Dec. 26, 1985. Amended: Filed Nov. 12, 1991, effective March 9, 1992. Amended: Filed July 2, 1992, effective Feb. 26, 1993.

\*Original authority: 302.525, RSMo 1983, amended 1984, 1991 and 302.530 and 302.535, RSMo 1983, amended 1984.

**12 CSR 10-24.030 Hearings**

*PURPOSE:* This rule sets forth the procedures used by the director in holding hearings following the suspension or revocation of a person's driving privilege pursuant to section 302.530, RSMo.

(1) Individuals shall make a written request for a review of the director's determination. The request must actually be filed with the department on or before the effective date of the suspension or revocation. The effective date shall be fifteen (15) days after the date of issuance of the notice of suspension if the notice is hand delivered or eighteen (18) days from the date of mailing if the notice of suspension is mailed from the department. If any request for a hearing is delivered by United States mail postage prepaid after the effective date of suspension or revocation, the date of the United States postmark stamped on the envelope shall be deemed to be the date of filing. The request shall be sent to: Missouri Department of Revenue, Drivers License Bureau, P.O. Box 3700, Jefferson City, MO 65105-3700. If the effective date falls on a Saturday, Sunday or legal holiday in this state, the request for hearing shall be considered timely if it is filed on the next succeeding day which is not a Saturday, Sunday or a legal holiday as specified in 12 CSR 10-24.340.

(2) If the person is a holder of a valid drivers license issued by this state, and if the person's drivers license has not been previously surrendered, it must be surrendered at the time the request for hearing is made. Failure to surrender the license shall be deemed a waiver of the right to an administrative hearing absent good cause shown in writing at the time a request for hearing is made.

(A) If the person's license has been lost, destroyed or stolen, and s/he is not currently suspended or revoked for any reason, s/he must apply for a duplicate license and surrender the sixty (60)-day driving receipt with the hearing request.

(B) If the person's license has been lost, destroyed or stolen, and s/he is currently sus-

pending or revoked, s/he must submit a notarized affidavit of lost, destroyed or stolen license with the hearing request.

(3) Failure to properly request a hearing shall be considered a waiver of the right to an administrative hearing and shall make the director's determination final.

(4) Individuals requesting hearings may request one (1) continuance for good cause shown. The decision to grant a continuance shall be at the discretion of the department. All requests for continuances should be in writing, state the factual basis for continuance and be signed by the individual making the request or his/her attorney. All requests for continuance must be filed not later than six (6) days prior to the date of the scheduled hearing. The following events or conditions shall constitute good cause to continue a hearing:

(A) Death of a party, representative or attorney of a party, or witness to an essential fact;

(B) Incapacitating illness of a party or representative, or attorney of a party, or witness to an essential fact. The request must contain a written statement by an attending physician reciting the nature and probable duration of the illness; and

(C) Unavailability of a party, representative or attorney, or material witness due to an unavoidable emergency.

(5) Any delay in a hearing which is caused or requested which is not for good cause shall not result in a stay of the suspension or revocation during the period of delay.

(6) Hearings will be scheduled and conducted by telephone unless a request for an in-person hearing is made. Any request for an in-person hearing must be postmarked to the Department of Revenue no later than seven (7) days, not including weekends or holidays, from the date notice of telephonic hearing is mailed. If the hearing is in person, it shall be held in the county in which the arrest occurred. The party arrested/stopped may be represented by an attorney during any telephonic or in-person hearing. Notice of the hearing, place, date and time shall be sent to the party arrested/stopped and to the attorney of record, if known, at the time of notice. Suspension or revocation shall be stayed until a final order is issued following the hearing. The hearing will be conducted by department examiners who are licensed to practice law in Missouri.

(7) The sole issue at the hearing shall be whether, by the preponderance of the evidence, the person was arrested/stopped upon probable cause to believe the alcohol concentration in the person's blood exceeded the limits provided in section 302.505, RSMo. The provisions of Chapter 536, RSMo shall apply when not inconsistent with Chapter 302, RSMo.

(8) Subsequent to the hearing, the director shall render a final decision separately stating findings of fact and conclusions of law. The party shall be mailed a copy of the findings of fact and conclusions of law by certified mail. The attorney of record shall be mailed a copy of the findings of fact and conclusions of law by regular mail.

(9) At the hearing the party may present any facts which show the party was not driving a motor vehicle while the alcohol concentration in the person's blood exceeded the limits provided in section 302.505, RSMo. A party may subpoena witnesses including the law enforcement officer or blood alcohol concentration analyzer to attend the hearing or participate in a telephonic hearing, by requesting a subpoena from the Department of Revenue prior to the hearing.

(10) The party may examine all available evidence before the hearing. Any witness may be cross-examined during the hearing.

(11) The party aggrieved by the decision of the director may appeal to the circuit court of the county in which the arrest occurred. This appeal must be filed within fifteen (15) days after the date of the final decision of the director.

*AUTHORITY: section 302.530, RSMo Supp. 1997.\* Original rule filed Feb. 3, 1984, effective May 11, 1984. Amended: Filed Aug. 2, 1985, effective Dec. 26, 1985. Emergency amendment filed June 26, 1992, effective July 6, 1992, expired Nov. 2, 1992. Emergency amendment filed Oct. 22, 1992, effective Nov. 3, 1992, expired March 2, 1993. Amended: Filed June 26, 1992, effective Feb. 26, 1993. Amended: Filed Nov. 24, 1993, effective June 6, 1994. Amended: Filed Dec. 15, 1998, effective June 30, 1999.*

*\*Original authority 1983, amended 1984. 1996*

### **12 CSR 10-24.040 Completion Date for Driving While Intoxicated (DWI) Rehabilitation Program**

*PURPOSE: This rule requires a driver to complete a rehabilitation program after an*

*arrest for driving while intoxicated or driving with excessive blood alcohol content and establishes standards for judging whether a program is comparable to Substance Abuse Traffic Offender Programs.*

(1) Prior to reinstatement, any person whose drivers license has been suspended or revoked pursuant to sections 302.500—302.540, RSMo shall successfully complete a substance abuse traffic offender education or rehabilitation program approved by the Department of Mental Health. Completion of the program shall be accepted only if completed after the date of arrest for which the license was suspended or revoked pursuant to sections 302.500—302.540, RSMo.

(2) The department may waive this requirement only upon evidence of the following:

(A) Completion of a comparable program as determined by the director of revenue. Completion of the program shall be accepted only if it contains professional assessment of the individual needs of the person suspended and is completed after the date of arrest for which the license was suspended pursuant to sections 302.500—302.540, RSMo; or

1. Each program must contain a professional assessment of the person and must include recommendations for a particular type or level of program based on the assessment and driving record of the person. Completion of the items and recommendations in the assessment must be demonstrated to the Department of Revenue before the program will be considered comparable to Substance Abuse Traffic Offender Programs (SATOPs). Each level of recommendation may include, but is not limited to, the following:

A. First Level: A ten to fifteen (10—15)-hour education course which is designed to assist first-time offenders in understanding the choices they made that led to their intoxication and arrest. Education must include ways to take responsibility for actions, relate the course to their lives, and make changes in their thinking, belief, and behavior;

B. Second Level: A program designed primarily for repeat offenders or "high risk" first-time offenders with intensive education and counseling intervention methods throughout with at least forty-eight (48) continuous hours of structured activities. Activities must be designed to encourage the offender to confront his/her harmful behavior and take responsibility for his/her life. The program must be conducted in a restrictive environment;

C. Third Level: A program consisting of intensive outpatient counseling for three to

six (3—6) weeks based on the needs of the persistent or "high risk" offender. Each offender must participate in and complete a minimum of fifty (50) total hours of treatment activity consisting of individual counseling, group counseling and group education at a certified treatment facility. These programs must be certified by the appropriate agency in the state in which they are conducted and/or be accredited by the Joint Commission on Accreditation of Health Care Organization (JCAHO), the Commission on the Accreditation of Rehabilitation Facilities (CARF), or the American Osteopathic Association (AOA); and

D. Fourth Level: A minimum of two hundred (200) treatment hours of either hospitalization and/or outpatient counseling for persons with alcoholism and/or drug abuse prior to or in conjunction with the assessment. These programs must be accredited by the appropriate agency in the state in which they are conducted and/or the Joint Commission on Accreditation of Health Care Organizations (JCAHO), the Commission on the Accreditation of Rehabilitation Facilities (CARF), or the American Osteopathic Association (AOA).

(B) Establishment of residency in another state; provided, the person has applied for a drivers license in that state.

*AUTHORITY: sections 302.342 and 302.540, RSMo 1994.\* Original rule filed Jan. 15, 1985, effective June 13, 1985. Amended: Filed Nov. 12, 1991, effective March 9, 1992. Amended: Filed July 2, 1992, effective Feb. 26, 1993. Amended: Filed March 9, 1995, effective Sept. 30, 1995.*

*\*Original authority: 302.342, RSMo 1991 and 302.540, RSMo 1983, amended 1984.*

### **12 CSR 10-24.050 Deletion of Traffic Convictions and Suspension or Revocation Data From Missouri Driver Records**

*PURPOSE: This rule clarifies procedures to be followed for expungement from a Missouri driver record of previously recorded traffic violations or suspensions or revocations of a driving privilege.*

(1) The Department of Revenue, when otherwise not prohibited by law, may delete from a Missouri driver record a previously recorded traffic conviction, suspension or revocation of a driving privilege if all of the following conditions are met:

(A) The conviction in question occurred more than three (3) years previously and did

not cause a suspension or revocation of the individual's driving privilege;

(B) The conviction is not for a state violation of "no driver license," a state violation of "no motorcycle qualified" or a state, county or municipal violation of "driving while suspended/revoked";

(C) The conviction did not involve an alcohol- or drug-related driving offense or enforcement contact;

(D) The suspension or revocation on the driver record was reinstated more than five (5) years previously and did not involve the failure to maintain financial responsibility as provided in section 303.041, RSMo;

(E) The suspension or revocation on the driver record did not involve an alcohol-related offense or enforcement contact; except when the offense was committed by a person under the age of twenty-one (21), who had a blood alcohol content of .02 through .099 and an expungement of the records is provided for in section 302.545, RSMo;

(F) The driver record does not contain information regarding the mental or physical competence of the individual to retain a driver's license; and

(G) The driver record is not currently under investigation.

(2) Items deleted from a driver record pursuant to this rule shall be available to courts, administrative agencies and law enforcement agencies for purposes of prosecution, litigation, sentencing and determination of driving privileges. However, nothing contained in this rule shall be construed to prevent the obtaining of information as specified in section 302.120, RSMo.

*AUTHORITY: sections 302.304, 302.309 and 303.041, RSMo Supp. 1999.\* Original rule filed May 27, 1986, effective Aug. 25, 1986. Amended: Filed Sept. 8, 1989, effective Jan. 26, 1990. Amended: Filed Jan. 31, 1992, effective June 25, 1992. Amended: Filed Nov. 4, 1999, effective May 30, 2000. Amended: Filed May 1, 2000, effective Oct. 30, 2000.*

*\*Original authority: 302.304, RSMo 1961, amended 1972, 1973, 1979, 1983, 1984, 1989, 1991, 1996, 1999; 302.309, RSMo 1961, amended 1965, 1967, 1977, 1978, 1983, 1984, 1987, 1989, 1990, 1991, 1993, 1996, 1999; and 303.041, RSMo 1986, amended 1999.*

**12 CSR 10-24.060 Delegation of Authority to Administer Missouri Drivers License Examinations**

*PURPOSE: This rule establishes the authority of the Missouri State Highway Patrol to administer written and driving examinations.*

(1) The director authorizes the Missouri State Highway Patrol to administer a written examination, approved by the director, to assist the director of revenue in determining an applicant's eligibility for a Missouri drivers license.

(A) The written examination shall consist of twenty-five (25) questions, including, but not limited to, an understanding of highway signs, proper turning, backing and signaling, and practical knowledge of the traffic laws of this state.

(B) Successful completion of a written examination requires the applicant for a Class F license to correctly answer twenty (20) out of twenty-five (25) questions.

(C) Successful completion of a written examination requires the applicant for a Class E license to correctly answer twenty (20) out of twenty-five (25) questions relative to commercial motor vehicle laws in addition to twenty (20) out of twenty-five (25) questions as for a Class F license.

(D) Successful completion of a written examination requires the applicant for a Class M license to correctly answer twenty (20) out of twenty-five (25) questions as for a Class F license and twenty (20) out of twenty-five (25) questions relative to the operation of a motorcycle.

(E) If an applicant for a Class E or Class M license has successfully completed the written examination for a Class F license or has a valid Class F license, and submits a copy of the test paper to the examiner, this portion of the examination for a Class E or Class M license shall be waived.

(2) The director authorizes the Missouri State Highway Patrol to administer a driving skills examination, approved by the director, to assist the director of revenue in determining an applicant's ability to operate a motor vehicle safely.

(A) Driving skills examinations shall be conducted on dates and at locations agreed upon by the director of revenue and superintendent of the Missouri State Highway Patrol.

(B) The driving skills examination shall determine an applicant's ability to operate a motor vehicle safely and shall require, but not be limited to, the skills of starting, stopping, parking, backing, signaling and overall control of a vehicle.

(C) Successful completion of the driving skills examination requires a score of at least seventy percent (70%) and disallows dangerous actions and traffic violations.

(3) The director authorizes the Missouri State Highway Patrol to administer the vision acuity test as defined in section 302.175, RSMo.

(4) The director shall provide all forms necessary to administer driving tests.

*AUTHORITY: section 302.173, RSMo Supp. 1989.\* Original rule filed July 14, 1986, effective Nov. 28, 1986. Emergency amendment filed March 18, 1992, effective April 1, 1992, expired July 29, 1992. Emergency amendment filed July 22, 1992, effective Aug. 1, 1992, expired Nov. 28, 1992. Amended: Filed March 18, 1992, effective Sept. 6, 1992.*

*\*Original authority 1951, amended 1965, 1971, 1983, 1987, 1989.*





**MISSOURI DEPARTMENT OF REVENUE  
DRIVERS EXAMINATION RECORD**

DATE				
NEW	EXP	OS	E	CITED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DRIVERS LICENSE NUMBER				STATE	EXPIRES	CLEARANCE REQUIRED	
/ /				/ /	<input type="checkbox"/> YES <input type="checkbox"/> NO		
NAME (LAST, FIRST, MIDDLE)						SOCIAL SECURITY NUMBER	
/ / /						/ / /	
RESIDENCE: STREET OR RFD					CITY, STATE, ZIP CODE		
DATE OF BIRTH	HEIGHT	WEIGHT	EYES/COLOR	SEX	RESTRICTIONS	CLASSIFICATION	
/ /						<input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> PERMIT	
ACUITY	LEFT	RIGHT	BOTH	ROAD SIGNS		<input type="checkbox"/> PASS <input type="checkbox"/> FAIL	
NO AID	20/	20/	20/	COMMENTS			
CORRECTED	20/	20/	20/	_____			
FIELD				_____			
WRITTEN	E	F	M	SCH	BUS	_____	
ROAD	E	F	M	_____			
LOCATING CONTROLS	2	4	8	LOCATING CONTROLS	3	5	10
STARTING	1	3	6	CONTROL OF CYCLE	3	5	10
BACKING	1	3	6	BALANCE	FOOT TOUCHES GROUND		5 10
PARALLEL PARKING	1	3	6	TOUCHES BOUNDARY		5	10
PARK ON GRADE	1	3	6	STOPS DURING EXERCISE			
START ON GRADE	1	3	6	TIME	5	10	15 20
FIRST TRAFFIC LIGHT	1	3	6	WEAVE	SKIPS OR HITS CONES		5 10
SECOND TRAFFIC LIGHT	1	3	6	FOOT TOUCHES GROUND		5	10
FIRST STOP SIGN	1	3	6	SHIFTING	IMPROPER SHIFT		5 10
SECOND STOP SIGN	1	3	6	NORMAL STOP	SKID		10
OTHER SIGNS	1	3	6	STOPPED POSITION			
CONTROL OF SPEED	2	4	8	QUICK STOP	TIME		
GENERAL CONTROL	2	4	8	BRAKES TOO SOON		5	10
LANE USAGE	1	3	6	TOO FAST FIRST RUN			
RIGHT TURN	FIRST		SECOND		TOO SLOW FIRST RUN		
SIGNAL	1	2	4	1	2	4	IMPROPER SPEED SECOND RUN
SPEED	1	2	4	1	2	4	FRONT WHEEL RAISED WHEN STARTING
LANE	1	2	4	1	2	4	DISTANCE
LEFT TURN	FIRST		SECOND		IMMEDIATE FAILURE		TOTAL POINTS
SIGNAL	1	2	4	1	2	4	<input type="checkbox"/> FAILS TO FOLLOW INSTRUCTIONS
SPEED	1	2	4	1	2	4	<input type="checkbox"/> DROPS MOTORCYCLE
LANE	1	2	4	1	2	4	<input type="checkbox"/> UNSAFE ACT
EXAMINER (LAST NAME)			BADGE NUMBER		TEST SITE LOCATION		2 WHEEL
							3 WHEEL
AUTHORIZED SIGNATURE						BADGE NUMBER	
I AM NOT SUSPENDED OR REVOKED IN MISSOURI OR ANY OTHER STATE.							
APPLICANT SIGNATURE							

SAMPLE

D4R (5-91)  
DOR-100 (5-91)  
MO 860-1530 (5-91)

**DISTRIBUTION:** WHITE - EXAMINERS FILE  
YELLOW - ATTACH TO APPLICATION FOR LICENSE  
PINK - ATTACH TO RECEIPT FOR LICENSE

CONTROL NUMBER **B076001**



**12 CSR 10-24.070 License Issuance Procedures and One License Concept of the Drivers License Compact**

*PURPOSE:* This rule establishes the one license concept for any person applying for a Missouri drivers license.

(1) A new resident applying for a Missouri drivers license shall surrender any license in his/her possession. If the new resident has either lost or had the license(s) issued in any prior state of residence stolen, the Missouri State Highway Patrol may approve a letter of clearance issued by the prior licensing state or request the Drivers License Bureau to conduct an inquiry through the National Driver Register in order to determine the applicant's eligibility for a Missouri drivers license. If a letter of clearance is approved by the Missouri State Highway Patrol, it should accompany the license application.

(2) A new resident between the ages of sixteen (16) and eighteen (18) who surrenders a valid license from another state, shall receive an intermediate license if all other licensing requirements are met.

*AUTHORITY:* sections 302.010, 302.301 and 302.720, RSMo Supp. 1999 and 302.015 and 302.600, RSMo 1994.\* Original rule filed Sept. 1, 1986, effective Nov. 28, 1986. Amended: Filed Dec. 11, 1991, effective April 9, 1992. Amended: Filed Jan. 26, 1994, effective July 30, 1994. Amended: Filed June 29, 2000, effective Dec. 30, 2000.

\*Original authority: 302.010, RSMo 1939, amended 1949, 1951, 1955, 1961, 1978, 1980, 1983, 1984, 1986, 1987, 1988, 1989, 1991, 1995, 1996; 302.015, RSMo 1989; 302.301, RSMo 1951, amended 1989, 1996; 302.600, RSMo 1985; 302.720, RSMo 1989, amended 1995.

**12 CSR 10-24.080 Drivers License Instruction Permit**  
(Rescinded January 13, 1992)

*AUTHORITY:* section 302.140, RSMo 1936. Original rule filed Nov. 6, 1986, effective Nov. 28, 1987. Rescinded: Filed Sept. 16, 1991, effective Jan. 13, 1992.

**12 CSR 10-24.090 Missouri Drivers License Vision Test Guidelines**

*PURPOSE:* This rule establishes the vision reading requirements necessary to receive a Missouri drivers license and the restrictions imposed when a person's vision is less than 20/40.

(1) The director shall require any person applying for a new drivers license or a person renewing a license to submit to an examination of his/her vision.

(2) The vision examination shall be conducted with the use of the Snellan Vision Chart or other vision device of the same standard. Vision examinations may be conducted by any person employed by the Department of Revenue, fee office employees to whom the director has delegated authority and members of the Missouri State Highway Patrol. This person shall administer the vision test without cost to the applicant. Upon notification to the department, a registered optometrist or physician may conduct the vision examination at the applicant's own expense.

(3) The director may issue a license with restrictions as described in sections (5)–(8) or may deny a license to any applicant as described in section (9).

(4) Any person whose naked vision in either eye or both eyes is 20/40 or better may receive a license without vision restrictions.

(5) Any person whose naked vision is less than 20/40 with either eye or both eyes may receive a conditional license based upon compliance with the following standards:

(A) 20/40 or better with either eye or both eyes with corrective lenses shall be subject to the following restriction:

1. Corrective lenses;  
(B) 20/40 or better in the right eye and applicant's left eye tests 20/100 or less shall be subject to the following restriction(s):

1. With corrective lenses—Left outside rearview mirror and corrective lenses; and  
2. Without corrective lenses—Left outside rearview mirror. The corrective lenses restriction may not be required if the left eye reading cannot be improved to 20/40 or better by corrective lenses; and

(C) Any applicant not meeting the vision readings with or without correction as specified in this section shall be referred to a registered optometrist or physician for further testing.

(6) Any applicant whose vision does not meet the 20/40 reading with corrective lenses and has been referred to a registered optometrist or physician may receive a conditional license based upon compliance with the following standards:

(A) 20/40 or better with either eye or both eyes with corrective lenses shall be subject to the following restriction:

1. Corrective lenses;  
(B) 20/41–20/59 with either eye or both eyes with corrective lenses shall be subject to the following restriction:

1. Corrective lenses; and daylight driving only; and

(C) 20/60–20/74 with either eye or both eyes with corrective lenses shall be subject to the following restriction:

1. Corrective lenses; daylight driving only; and operating a motor vehicle at no more than forty-five miles per hour (45 mph).

(7) Any applicant whose vision reading is 20/75–21/160 with either eye or both eyes with corrective lenses shall be referred to the department. The department shall require the applicant to submit to an examination to determine his/her ability to operate a vehicle safely upon the public streets and highways of this state in spite of the vision infirmity. If the department is satisfied that the person safely can operate a motor vehicle, a conditional license restricting the applicant to points of operation, times of operation or any other driving conditions deemed necessary may be issued.

(8) A restriction may be removed or waived from the drivers license under the following circumstances:

(A) If an applicant's vision is better than 20/160 and cannot be improved with corrective lenses, the corrective lenses restriction shall not be required. Other restrictions may be required as determined by the department; and

(B) If a registered optometrist or physician recommends removal of the daylight driving only restriction; or operating a motor vehicle at no more than forty-five miles per hour (45 mph) restriction.

(9) Any applicant with a vision reading of 20/161 or less shall be denied a Missouri drivers license.

*AUTHORITY:* section 302.175, RSMo 1994.\* Original rule filed Dec. 2, 1986, effective March 26, 1987. Amended: Filed Sept. 17, 1987, effective Jan. 14, 1988. Amended: Filed Nov. 12, 1991, effective March 9, 1992. Amended: Filed Aug. 11, 1995, effective Feb. 25, 1996.

\*Original authority: 302.175, RSMo 1965, amended 1987, 1989.

**12 CSR 10-24.100 Driver License Procedures for Persons Under the Age of Twenty-One**

*PURPOSE:* This rule establishes the procedures to be followed for issuance of a driver license to any person under the age of twenty-one.

(1) Application for a driver license shall be completed in accordance with licensing requirements in Chapter 302, RSMo.

(2) An applicant under the age of twenty-one (21) shall receive a Missouri driver license with the applicant's photo image located on the left side of the driver license and the date that the individual reaches the age of twenty-one (21) printed in red on the driver license.

*AUTHORITY:* section 302.181, RSMo Supp. 1999.\* Emergency rule filed Jan. 5, 1987, effective Jan. 15, 1987, expired May 15, 1987. Original rule filed Jan. 5, 1987, effective April 11, 1987. Amended: Filed Dec. 11, 1991, effective April 9, 1992. Amended: Filed May 31, 2000, effective Nov. 30, 2000.

\*Original authority: 302.181, RSMo 1939, amended 1951, 1961, 1971, 1973, 1979, 1984, 1986, 1989, 1991, 1992, 1995, 1996.

**12 CSR 10-24.110 Procedures for Issuance of a Nondriver License**

*PURPOSE:* This rule establishes the procedures to be followed for issuance of a nondriver license.

(1) Application for a nondriver license shall be completed in accordance with the following procedures:

(A) The applicant shall have a Missouri address or reside within the boundaries of Missouri; and

(B) The applicant shall provide verification of name, date of birth and Social Security number as established by the department.

(2) An applicant under the age of twenty-one (21) shall receive a Missouri nondriver license with the applicant's photo image located on the left side of the nondriver license and the date that the individual reaches the age of twenty-one (21) printed in red on the nondriver license.

*AUTHORITY:* section 302.181, RSMo Supp. 1999.\* Emergency rule filed Jan. 5, 1987, effective Jan. 15, 1987, expired May 15, 1987. Original rule filed Jan. 5, 1987, effective April 11, 1987. Amended: Filed July 19, 1991, effective Dec. 9, 1991. Amended: Filed

Nov. 21, 1991, effective April 9, 1992. Amended: Filed Sept. 11, 1992, effective April 8, 1993. Amended: Filed May 31, 2000, effective Nov. 30, 2000.

\*Original authority: 302.181, RSMo 1939, amended 1951, 1961, 1971, 1973, 1979, 1984, 1986, 1989, 1991, 1992, 1995, 1996.

**12 CSR 10-24.120 Assumed or Common Use Name**

*PURPOSE:* This rule establishes procedures to issue a drivers license to a person under an assumed or common use name.

(1) When a person applies for a Missouri drivers license or nondriver license in a name other than what is indicated on personal documents accepted by the department for identification, the department shall issue a drivers license or nondriver license in the assumed or common use name provided the applicant completes an affidavit of name change on a form prescribed by the department to be maintained as a permanent record. That affidavit shall advise the applicant of penalties of Missouri law for making a false statement.

(2) In order to provide proof of use of the assumed or common use name, the person shall provide one (1) document to the director which contains the name to be used. This document shall be required in addition to the affidavit described in section (1) of this rule. Documents acceptable to the director may include, but may not be limited to:

- (A) Passport;
- (B) Nondriver license;
- (C) Birth certificate;
- (D) Social Security card;
- (E) Medical record(s);
- (F) School record(s);
- (G) Bank record(s);
- (H) Marriage license;
- (I) Divorce decree; or
- (J) Court order.

*AUTHORITY:* section 302.171, RSMo Supp. 1995.\* Original rule filed Jan. 29, 1987, effective May 11, 1987. Amended: Filed Feb. 28, 1992, effective Aug. 6, 1992. Amended: Filed Sept. 11, 1992, effective April 8, 1993. Amended: Filed Jan. 23, 1996, effective July 30, 1996.

\*Original authority 1951, amended 1955, 1984, 1989, 1991, 1995.



MO 860-0012 (2-86)

DOR-2613 (2-86)

### Driver License Bureau Affidavit

I, \_\_\_\_\_, license number \_\_\_\_\_  
swear under oath that:

I have changed my name:  
 FROM: \_\_\_\_\_  
 TO: \_\_\_\_\_  
 TO: \_\_\_\_\_  
 BY MEANS OF:  Common Usage  Marriage  Divorce  Adoption  Other \_\_\_\_\_  
 SUPPORTIVE DOCUMENTS (List): \_\_\_\_\_

I do not possess and have never been issued a Social Security number. I understand that failure to disclose my Social Security Number for Missouri driver license purposes will result in the revocation of my license.

I have not received my driver license issued and mailed by the Department of Revenue on \_\_\_\_\_. Should I receive the driver license, I will return it to the Department of Revenue immediately. I hereby apply for a duplicate license at no additional cost.

I have not received my identification card issued and mailed by the Department of Revenue on \_\_\_\_\_. Should I receive the identification card, I will return it to the Department of Revenue immediately. I hereby apply for a duplicate identification card at no additional cost.

My driver license, sequential number \_\_\_\_\_, which will expire on \_\_\_\_\_, 19\_\_\_\_\_,  
 has been lost, destroyed or stolen  is being surrendered.

I FURTHER CERTIFY, under penalty of Chapters 302/303, RSMo, that the foregoing information is true and this sworn affidavit is made without intent to defraud.

\_\_\_\_\_  
Applicant's Signature

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

\_\_\_\_\_  
Notary Public

**12 CSR 10-24.130 Horizontal Peripheral Vision Screening Temporal Requirements**

*PURPOSE: This rule establishes the horizontal peripheral vision requirements necessary to receive a Missouri drivers license.*

(1) In addition to the visual acuity standards required by Missouri statutes and rules, as stated in 12 CSR 10-24.090, the director shall require any person applying for a drivers license to submit to a screening of his/her horizontal peripheral field of vision by an objective quantitative visual field instrument.

(2) If an applicant has a fifty-five degree (55°) or better temporal horizontal peripheral vision in each eye, s/he shall receive a license with no additional restrictions.

(3) If an applicant has less than fifty-five degree (55°) temporal horizontal peripheral vision in one (1) eye and at least eighty-five degree (85°) temporal horizontal peripheral vision in the other eye, s/he shall receive a license with the following restriction:

(A) If the applicant's right eye has less than fifty-five degree (55°) temporal horizontal peripheral vision, a right outside rearview mirror shall be required; and

(B) If the applicant's left eye has less than fifty-five degree (55°) temporal horizontal peripheral vision, a left outside rearview mirror shall be required.

(4) If an applicant has less than fifty-five degree (55°) temporal horizontal peripheral vision in one (1) eye and less than eighty-five degree (85°) temporal horizontal peripheral vision in the other eye, s/he shall be referred to an eye doctor or physician of his/her choice for screening of his/her horizontal peripheral vision by an objective quantitative visual field instrument and shall receive a conditional license with the following restrictions:

(A) Daylight driving only; and

(B) Restricted to forty-five miles per hour (45 mph).

1. At the discretion of the department, either of the two (2) restrictions listed in subsections (4)(A) and (B) may be removed or waived from the drivers license if an eye doctor or physician recommends removal.

2. A specific driving radius may be required if a registered optometrist or physician recommends this restriction.

(5) Any applicant with a combined horizontal peripheral vision reading of less than seventy degree (70°) shall be denied a Missouri drivers license.

(6) Horizontal peripheral field of vision readings completed by an eye doctor or physician are valid for one (1) year from date of eye examination.

*AUTHORITY: section 302.175, RSMo 1994.\* Original rule filed Oct. 1, 1987, effective March 11, 1988. Amended: Filed Dec. 11, 1991, effective April 9, 1992. Amended: Filed Dec. 15, 1998, effective June 30, 1999.*

*\*Original authority: 302.175, RSMo 1965, amended 1987, 1989.*

**12 CSR 10-24.140 Procedures for Reissuance of a Missouri Driver License or Nondriver License Not Received After Mailing by the Department**

*PURPOSE: This rule establishes the procedures to be followed when an applicant for a driver license or nondriver license does not receive the document after mailing by the department.*

(1) If an applicant for a Missouri driver license or Missouri nondriver license does not receive the license or nondriver license, the following procedures apply:

(A) The applicant shall receive a duplicate driver license or nondriver license if it was not received within twenty-five (25) working days after mailing from Jefferson City, but not more than ninety (90) days from the date of application. The duplicate driver license or nondriver license shall be processed at no additional cost to the applicant; and

(B) The applicant shall complete the proper application for a duplicate driver or nondriver license.

(2) If the applicant requests any changes on the duplicate Missouri driver license or nondriver license, the fee of seven dollars and fifty cents (\$7.50) for a Class F or Class M license, fifteen dollars (\$15) for a Class E license, twenty dollars (\$20) for a Class A, B or C license, or three dollars (\$3) for a photo nondriver license shall be required. A one dollar (\$1) fee is required for a duplicate non-photo nondriver license.

*AUTHORITY: sections 302.181, RSMo Supp. 1999 and 302.185, RSMo 1994.\* Original rule filed April 15, 1988, effective Sept. 29, 1988. Amended: Filed Dec. 11, 1991, effective April 9, 1992. Amended: Filed Sept. 11, 1992, effective April 8, 1993. Amended: Filed May 31, 2000, effective Nov. 30, 2000.*

*\*Original authority: 302.181, RSMo 1939, amended 1951, 1961, 1971, 1973, 1979, 1984, 1986, 1989, 1991, 1992, 1995, 1996; and 302.185, RSMo 1939, amended 1951, 1961, 1972, 1984, 1989.*

**12 CSR 10-24.150 Procedures for Obtaining Criminal Record Check Prior to Issuance of School Bus Operator's Permit (Rescinded February 28, 1999)**

*AUTHORITY: section 302.272, RSMo Supp. 1989.\* Original rule filed Aug. 8, 1989, effective Jan. 12, 1990. Amended: Filed Dec. 11, 1991, effective April 9, 1992. Rescinded: Filed Aug. 21, 1998, effective Feb. 28, 1999.*

**12 CSR 10-24.160 Missouri School Bus Operator's Permit Driving History Guidelines**

*PURPOSE: This rule establishes the criteria for denying issuance of a school bus operator's permit due to driving history.*

(1) An applicant shall be denied a school bus operator's permit if more than two (2) convictions or six (6) or more points have been accumulated within the twelve (12) months preceding the date of application.

(2) An applicant shall be denied a school bus operator's permit if his/her driving privilege has been suspended or revoked within five (5) years preceding the date of application—

(A) For violating the provisions of sections 302.500–302.540, RSMo;

(B) As a result of a first conviction for an alcohol or drug offense or felony; or

(C) For refusing to submit to a chemical test as specified in section 577.020, RSMo.

(3) An applicant shall be denied a school bus operator's permit if his/her driving privilege has been suspended or revoked two (2) or more times within the ten (10) years preceding the date of the application—

(A) For violating the provisions of sections 302.500–302.540, RSMo;

(B) As a result of convictions of alcohol or drug offense or felony; or

(C) For refusing to submit to a chemical test as specified in section 577.020, RSMo.

(4) If the laws of any other state do not provide for offenses or violations denominated or described in precisely the words used in sections (2) and (3), the director shall identify and determine the applicability of any offense or violation of substantially similar nature as those offenses and violations described in Missouri law.

(5) An applicant shall be denied a school bus operator's permit if s/he has one (1) or more convictions for involuntary manslaughter

while operating a motor vehicle in an intoxicated condition within ten (10) years preceding the date of application.

(6) An applicant shall be denied a school bus operator's permit if his/her driving privilege has been suspended or revoked in the previous three (3) years for any reason not listed in sections (1)–(5), except for violation of Chapter 303, RSMo or sections 544.046 and 302.341, RSMo.

(7) The criteria outlined in sections (1) through (6) of this rule for denying issuance of a school bus operator's permit to an applicant also apply to current holders of a school bus operator's permit. When these actions or violations occur, the school bus permit holder is notified that his or her school bus operator's permit is no longer valid due to the holder's driving history.

*AUTHORITY: section 302.272, RSMo Supp. 1997.\* Original rule filed Aug. 8, 1989, effective Nov. 26, 1989. Amended: Filed March 27, 1998, effective Sept. 30, 1998. Amended: Filed Dec. 15, 1998, effective June 30, 1999.*

*\*Original authority: 302.272, RSMo 1986, amended 1987, 1989, 1996.*

**12 CSR 10-24.180 Third-Party Certification of the Department of Elementary and Secondary Education**  
(Rescinded March 9, 1992)

*AUTHORITY: section 302.272, RSMo Supp. 1989. Emergency rule filed Aug. 11, 1989, effective Aug. 21, 1989, expired Dec. 19, 1989. Original rule filed Aug. 14, 1989, effective Nov. 26, 1989. Amended: Filed Feb. 2, 1990, effective May 11, 1990. Emergency amendment filed June 20, 1990, effective June 30, 1990, expired Oct. 27, 1990. Amended: Filed June 20, 1990, effective Dec. 31, 1990. Emergency amendment filed Oct. 26, 1990, effective Nov. 5, 1990, expired March 4, 1991. Rescinded: Filed Nov. 12, 1991, effective March 9, 1992.*

**12 CSR 10-24.190 Drivers License Retesting Requirements After a License, School Bus Permit or Temporary Instruction Permit Expires**

*PURPOSE: This rule establishes the retesting requirements after a license, school bus permit or temporary instruction permit expires.*

(1) Every holder of a valid Missouri drivers license, school bus permit, or temporary instruction permit shall renew that license or permit on or before the date of expiration.

(2) If a person does not renew the drivers license, school bus permit, or temporary instruction permit on or before the date of expiration, the person is allowed a grace period of six (6) months (one hundred eighty-four (184) days) to renew the license, school bus permit, or temporary instruction permit without being required to take the written and /or skills examinations as described in 12 CSR 10-24.060 or 12 CSR 10-24.400. However, the grace period for retesting does not allow the person to continue driving on the expired license, school bus permit, or temporary instruction permit.

(3) If the end of the grace period falls on a legal holiday, Saturday or Sunday, the one hundred eighty-fourth day shall be deemed to fall on the next working day.

*AUTHORITY: section 302.173, RSMo Supp. 1999.\* Original rule filed Oct. 30, 1989, effective Feb. 25, 1990. Amended: Filed July 15, 1991, effective Oct. 31, 1991. Amended: Filed Nov. 21, 1991, effective April 9, 1992. Amended: Filed June 29, 2000, effective Dec. 30, 2000.*

*\*Original authority: 302.173, RSMo 1951, amended 1965, 1971, 1983, 1987, 1989, 1995, 1999.*

**12 CSR 10-24.200 Drivers License Classes**

*PURPOSE: This rule establishes classes of licenses for Missouri motor vehicle operators.*

(1) There shall be six (6) classes of licenses in Missouri.

(2) Class A—The holder of a Class A license may drive any combination of vehicles with a Gross Combination Weight Rating (GCWR) or a registered gross of twenty-six thousand one pounds (26,001 lbs.) or more, provided the Gross Vehicle Weight Rating, (GVWR) of the vehicle(s) being towed is ten thousand one pounds (10,001 lbs.) or more; provided, the license bears the proper endorsement(s), if any, required for the type of vehicle being driven. A holder of a Class A license may drive all vehicles which may be driven by a holder of a Class B, Class C, Class E or Class F license, but not motorcycles or vehicles which require an endorsement(s) unless the proper endorsement(s) appears on the license.

(3) Class B—The holder of a Class B license may drive any single vehicle with a GVWR or a registered gross weight of twenty-six thousand one pounds (26,001 lbs.) or more, or any such vehicle towing a vehicle with a GVWR of ten thousand pounds (10,000 lbs.) or less; provided, the license bears the proper endorsement(s), if any, required for the type of vehicle being driven. A holder of a Class B license may drive all vehicles which may be driven by a holder of a Class C, Class E or Class F license, but not motorcycles or vehicles which require an endorsement(s) unless the proper endorsement(s) appears on the license.

(4) Class C—The holder of a Class C license may drive any single vehicle with a GVWR of twenty-six thousand pounds (26,000 lbs.) or less if the vehicle is designed to transport sixteen (16) or more passengers, including the driver, or if the vehicle is transporting hazardous materials and is required to be placarded under the Hazardous Material Transportation Act (46 U.S.C. section 1801), or any such vehicle towing a vehicle with a GVWR of ten thousand pounds (10,000 lbs.) or less; provided, the license bears the proper endorsement(s), if any, required for the type of vehicle being driven. A holder of a Class C license may drive all vehicles which may be driven by a holder of a Class E or Class F license, but not motorcycles or vehicles which require an endorsement(s) unless the proper endorsement(s) appears on the license.

(5) Class E—The holder of a Class E license who receives compensation in wages, salary, commission or fare to drive any motor vehicle in the transportation of persons or property, or is an owner or employee and drives a motor vehicle carrying passengers or property for hire, or regularly drives a commercial motor vehicle of another person in the course of or as an incident to his/her employment, but whose principal occupation is not the driving of that motor vehicle, may drive any of the described vehicles. A holder of a Class E license shall not be entitled to drive any vehicle whose operation requires the driver to hold a Class A, Class B or Class C license. A holder of a Class E license may drive all vehicles which may be driven by a holder of a Class F license, but not motorcycles or vehicles which require an endorsement(s) unless the proper endorsement(s) appears on the license.

(6) Class F—The holder of a Class F license may drive any motor vehicle other than one



requiring the driver to hold a Class A, Class B, Class C or Class E license, including any recreational vehicle being used solely for personal use, except that the holder of a Class F license may not drive motorcycles or vehicles which require an endorsement(s) unless the proper endorsement(s) appears on the license. Nothing in this section shall be construed to prevent operators of recreational motor vehicles for personal use from operating those vehicles with a Class F license. The holder of a Class F intermediate license may drive the same types of vehicles as those driven by the holder of a Class F drivers license except that the holder of a Class F intermediate license cannot operate a motor vehicle on the highways of the state between the hours of 1:00 a.m. and 5:00 a.m. unless accompanied by a person who is at least twenty-one (21) years of age. The licensee is not required to be accompanied by someone twenty-one (21) years of age or older if the travel is to or from a school or educational program or activity, a regular place of employment or in emergency situations. An emergency situation is defined as any sudden or unexpected event in which a potential injury or death may occur to a living being that requires the operation of a motor vehicle.

(7) Class M—The holder of a Class M license may drive only a motorcycle or motortricycle, however, the holder of a Class M license with a W restriction may drive only a motortricycle.

(8) In addition to holding the appropriate class of license as prescribed, a driver of a motor vehicle used to transport hazardous material in a type, quantity, or both, as to require placarding under the Hazardous Material Transportation Act (46 U.S.C. section 1801) and the Hazardous Materials Regulations (49 CFR part 172, subpart F) must have qualified for and obtained an H endorsement. Any applicant for a commercial drivers license requiring a hazardous material endorsement shall be at least twenty-one (21) years of age.

(9) In addition to holding the appropriate class of license as prescribed, a driver of a motor vehicle designed to transport any liquid or gaseous material in bulk having a rated capacity of one thousand gallons (1000 gal.) must have qualified for and obtained an N endorsement.

(10) In addition to holding the appropriate class of license as prescribed, a driver of any commercial motor vehicle that is designed to transport any liquid or gaseous material within a tank that is either permanently or tem-

porarily attached to the vehicle or the chassis having a rated capacity of one thousand gallons (1000 gal.) or more must have qualified for and obtained an N endorsement.

(11) In addition to holding the appropriate class of license as prescribed, a driver of any motor vehicle designed to transport sixteen (16) or more passengers, including the driver, must have qualified for and obtained a P endorsement.

(12) In addition to holding the appropriate class of license as prescribed, a driver of a motor vehicle in any combination with double or triple trailers must have qualified for and obtained a T endorsement.

(13) If a driver has qualified for both an H endorsement and an N endorsement, an X endorsement shall be shown on the license in lieu of the H and N endorsements.

(14) If the holder of a Class A, Class B, Class C, Class E or Class F license desires to drive a motorcycle or motortricycle upon the highways of this state, the holder must have qualified for and obtained an M endorsement.

(15) In addition to holding the appropriate class of license as prescribed, the driver of a school bus owned by or under contract with a public school or the State Board of Education, must have qualified for and obtained a school bus permit in accordance with the requirement of section 302.272, RSMo.

(16) In addition to any other restrictions prescribed by the director, the holder of a Class A, Class B or Class C license who has not qualified to drive a motor vehicle equipped with air brakes shall have a restriction L shown on the license. The restriction L does not allow the holder of a license to drive a commercial motor vehicle equipped with air brakes.

(17) In addition to any other restrictions prescribed by the director, a person who takes the skills test for a Class A license in a vehicle whose combined registered gross weight is twenty-six thousand one (26,001) pounds or more, but whose combined gross vehicle weight rating as specified by the manufacturer is twenty-six thousand (26,000) pounds or less, towing a unit(s) whose gross vehicle weight rating as specified by the manufacturer is greater than ten thousand (10,000) pounds, shall be restricted to operating vehicle combinations or single vehicles with a manufacturer's specified gross vehicle weight

rating of twenty-six thousand (26,000) pounds or less.

(18) In addition to any other restrictions prescribed by the director, a person who takes the skills test for a Class B license in a vehicle whose gross registered weight is twenty-six thousand one pounds (26,001 lbs.) or more, but whose gross vehicle weight rating as specified by the manufacturer is twenty-six thousand pounds (26,000 lbs.) or less, shall be restricted to operating vehicles with a manufacturer's specified gross vehicle weight rating of twenty-six thousand pounds (26,000 lbs.) or less.

*AUTHORITY: sections 302.015, RSMo 1994 and 302.700, RSMo Supp. 1999.\* Original rule filed Jan. 16, 1990, effective May 11, 1990. Emergency amendment filed June 20, 1990, effective June 30, 1990, expired Oct. 27, 1990. Amended: Filed June 20, 1990, effective Dec. 31, 1990. Emergency amendment filed Oct. 26, 1990, effective Nov. 5, 1990, expired March 4, 1991. Amended: Filed Jan. 3, 1991, effective June 10, 1991. Emergency amendment filed April 8, 1991, effective April 18, 1991, expired Aug. 15, 1991. Amended: Filed April 8, 1991, effective Aug. 30, 1991. Emergency amendment filed July 15, 1991, effective July 25, 1991, expired Nov. 21, 1991. Amended: Filed July 15, 1991, effective Oct. 31, 1991. Amended: Filed July 2, 1992, effective Feb. 26, 1993. Amended: Filed March 10, 1993, effective Sept. 9, 1993. Amended: Filed April 16, 1993, effective Oct. 10, 1993. Amended: Filed Nov. 1, 1993, effective May 9, 1994. Emergency amendment filed Dec. 1, 1995, effective Dec. 11, 1995, expired June 7, 1996. Amended: Filed Dec. 1, 1995, effective May 30, 1996. Amended: Filed June 29, 2000, effective Dec. 30, 2000.*

*\*Original authority: 302.015, RSMo 1989 and 302.700, RSMo 1989, amended 1991, 1995.*

### 12 CSR 10-24.300 Commercial Drivers License Written Examinations

*PURPOSE: This rule establishes the criteria for taking the written examination for a Class A, Class B or Class C license.*

(1) The following shall be the types of written examinations for Class A, Class B and Class C licenses:

(A) Basic Knowledge Test—this examination shall consist of fifty (50) questions which shall include, but not be limited to, questions concerning safe vehicle operation, commercial motor vehicle safety control systems,

procedures for safe vehicle control, principles and procedures for the proper handling of cargo and knowledge of what constitutes hazardous material;

(B) Air Brakes Test—this examination shall consist of twenty-five (25) questions which shall include, but not be limited to, questions concerning air brake systems nomenclature, dangers of contaminated air supply, implications of severed or disconnected air lines, implications of low air pressure, procedures for safe and accurate pretrip inspections and procedures for conducting en route and post-trip inspections of air brake systems;

(C) Combination Vehicle Test—this examination shall consist of twenty (20) questions, which shall include, but not be limited to, questions concerning coupling and uncoupling procedures and procedures for performing vehicle safety inspections on combination vehicles;

(D) Hazardous Material Test—this examination shall consist of thirty (30) questions which shall include, but not be limited to, questions concerning hazardous materials regulations, the hazardous materials table, shipping paper requirements, marking, labeling, placarding requirements, hazardous materials packaging, reporting hazardous materials accidents, tunnels and railroad crossings, forbidden materials and packaging, loading and unloading, cargo segregation, parking, routes, cargo tanks, emergency equipment operations and emergency response procedures;

(E) Tank Vehicle Test—this examination shall consist of twenty (20) questions which shall include, but not be limited to, questions concerning causes, prevention and effects of cargo surge, proper braking procedures, difference in handling baffled versus nonbaffled vehicles, effects of road grade and curvature on tank vehicles and proper use of emergency systems;

(F) Passenger Vehicle Test—this examination shall consist of twenty (20) questions which shall include, but not be limited to, questions concerning loading and unloading procedures, proper use of emergency exits, proper responses to emergency situations, proper procedures at railroad crossings and drawbridges and proper braking procedures;

(G) Double/Triple Trailer Test—this examination shall consist of twenty (20) questions which shall include, but not be limited to, questions concerning procedures for assembly and hookup of units, proper placement of heaviest trailer, handling and stability characteristics of double/triple combinations and potential traffic problems of double/triple combinations; and

(H) Class F Written Test—this examination shall consist of twenty-five (25) questions which shall include, but not be limited to, questions concerning an understanding of highway signs, proper turning, backing and signaling, and practical knowledge of the laws of this state. The Class F test will only be required when an applicant for a Missouri commercial drivers license surrenders an out-of-state commercial drivers license or commercial driver instruction permit, or the applicant has not been licensed in Missouri.

(2) In order to obtain a Class A license, an applicant must take and successfully complete the Basic Knowledge Test, the Combination Vehicle Test, and if appropriate, the Air Brakes Test and/or the Class F Written Test. The holder of an out-of-state commercial drivers license or commercial driver instruction permit can surrender his/her valid out-of-state license or permit and qualify for a waiver of the Class A Written Tests.

(3) In order to obtain a Class B license, an applicant must take and successfully complete the Basic Knowledge Test, and if appropriate, the Air Brakes Test and/or the Class F Written Test. The holder of an out-of-state commercial drivers license or commercial driver instruction permit can surrender his/her valid out-of-state license or permit and qualify for a waiver of the Class B Written Tests.

(4) In order to obtain a Class C license, an applicant must take and successfully complete the Basic Knowledge Test, the Class F Written Test, if appropriate, and either the Passenger Test, the Hazardous Materials Test, or both. The holder of an out-of-state commercial drivers license or commercial driver instruction permit can surrender his/her valid out-of-state license or permit and qualify for a waiver of the Class C Written Tests.

(5) In order to obtain an H endorsement, the applicant must take and successfully complete the Hazardous Materials Test. In order to retain an H endorsement, upon renewal, the holder must take and successfully complete the Hazardous Materials Test.

(6) In order to obtain an N endorsement, the applicant must take and successfully complete the Tank Vehicle Test.

(7) In order to obtain a P endorsement, the applicant must take and successfully complete the Passenger Vehicle Test.

(8) In order to obtain a T endorsement, the applicant must take and successfully complete the Double/Triple Trailer Test.

(9) An applicant who has taken and successfully completed both the Tank Vehicle Test and the Hazardous Materials Test shall be entitled to obtain an X endorsement.

(10) Successful completion of a test requires a score of at least eighty percent (80%) on each test taken.

(11) If an applicant does not successfully complete any written examination required in this rule, s/he immediately may retake the examination, however the examiner administering the examination shall have discretion to require the applicant to return for a retake at a later date.

(12) Written examinations shall be available at all Missouri State Highway Patrol examination stations.

(13) The Missouri State Highway Patrol, in conjunction with the director of revenue, at their discretion, may administer the written examinations required in this rule to selected groups at locations other than Missouri State Highway Patrol examination stations.

(14) Any person who practices or attempts to practice any fraud or deception while taking any test required in this rule, or who takes the test for another, or who in any way falsifies any information in a test required in this rule shall not be licensed to operate a commercial motor vehicle for a period of one (1) year after the director discovers the falsification.

*AUTHORITY: sections 302.735, RSMo 1994 and 302.765, RSMo Supp. 1997.\* Original rule filed March 5, 1990, effective June 11, 1990. Emergency amendment filed June 20, 1990, effective June 30, 1990, expired Oct. 27, 1990. Amended: Filed June 20, 1990, effective Dec. 31, 1990. Emergency amendment filed Oct. 26, 1990, effective Nov. 5, 1990, expired March 4, 1991. Amended: Filed April 8, 1991, effective Aug. 30, 1991. Emergency amendment filed July 15, 1991, effective July 25, 1991, expired Nov. 21, 1991. Amended: Filed July 15, 1991, effective Oct. 31, 1991. Amended: Filed Dec. 15, 1997, effective June 30, 1998.*

*\*Original authority: 302.735, RSMo 1989 and 302.765, RSMo 1972, amended 1993, 1995.*



**12 CSR 10-24.305 Commercial Drivers License Requirements/Exemptions**

*PURPOSE: This rule defines testing required for a commercial drivers license and the conditions under which drivers of commercial motor vehicles are exempt from the provisions of sections 302.700–302.780, RSMo.*

(1) In order to obtain a commercial drivers license, an applicant must take and successfully pass written and driving tests for the operation of a commercial motor vehicle. The only drivers operating a commercial motor vehicle as defined in section 302.700, RSMo, who are not required to possess a Class A, Class B or Class C license are:

(A) Any person driving a farm vehicle, exclusively for the transportation of agricultural products, farm machinery, farm supplies or fertilizers, which may include, but are not limited to, ammonium nitrate, phosphate, nitrogen, anhydrous ammonia, lime, potash, motor fuel or special fuel, provided the Gross Vehicle Weight Rating (GVWR) of the farm vehicle does not exceed twenty-six thousand one pounds (26,001 lbs.) when transporting these hazardous materials or a combination of them, within one hundred fifty (150) air miles of the farm, if the person is a farmer, a family member of a farmer or an employee of a farmer and who is not a common or contract carrier;

(B) Any person driving military vehicles for military purposes, which includes active duty military personnel, a member of the reserves or national guard on full-time training duty or inactive duty for training and national guard military technicians;

(C) Any person in the employ of a fire organization or a member of a volunteer fire organization driving emergency or fire equipment;

(D) Any person in the employ of a federal, state or local government forest service, police department, rescue and emergency squads or departments of safety who drive emergency or firefighting equipment which shall include, but not be limited to, riot buses or volunteers who perform wilderness search and rescue functions and disaster relief activities in government-owned vehicles;

(E) Any person driving or pulling, strictly for family or personal use, a recreational vehicle as defined in sections 301.010 and 700.010, RSMo;

(F) Any person driving, for personal use, a vehicle which is a commercial motor vehicle under section 302.700, RSMo, while transporting personal property of his/her own or of another, but not for hire nor as a common or contract carrier;

(G) Any person driving, in connection with construction activities, for a limited distance on the highways of this state, construction equipment which by design, appearance and function is not intended for use on the highways. This equipment would include motorscrapers, backhoes, motor graders, compactors, excavators, tractors, trenchers and bulldozers, but not dump trucks, tank trucks or any equipment designed to transport materials or construction equipment overland; and

(H) Any person driving a vehicle, such as amusement park trams, used exclusively on private property and not operated on any highway, state, county or public road.

(2) A driver exempted under this rule from possessing a Class A, Class B or Class C license must possess a valid Class E or F license, as appropriate, with the necessary restrictions and endorsements for the vehicle being driven.

*AUTHORITY: sections 302.765 and 302.775, RSMo 1994.\* Original rule filed March 5, 1990, effective June 11, 1990. Amended: Filed Sept. 24, 1990, effective Feb. 14, 1991. Emergency amendment filed Dec. 13, 1990, effective Dec. 23, 1990, expired April 21, 1991. Emergency amendment filed April 8, 1991, effective April 18, 1991, expired Aug. 15, 1991. Amended: Filed April 8, 1991, effective Aug. 30, 1991. Emergency amendment filed July 26, 1991, effective Aug. 5, 1991, expired Dec. 2, 1991. Amended: Filed July 26, 1991, effective Dec. 9, 1991. Amended: Filed Dec. 13, 1994, effective May 28, 1995. Emergency amendment filed March 29, 1995, effective April 22, 1995, expired Aug. 19, 1995.*

*\*Original authority: 302.765, RSMo 1989, amended 1993 and 302.775, RSMo 1989.*

**12 CSR 10-24.310 Social Security Number as Drivers License Number**  
(Rescinded November 30, 2000)

*AUTHORITY: sections 302.171, RSMo Supp. 1991, 302.181, RSMo Supp. 1992 and 302.765, RSMo Supp. 1989.\* Original rule filed March 5, 1990, effective June 11, 1990. Amended: Filed April 8, 1991, effective Oct. 31, 1991. Emergency amendment filed July 15, 1991, effective July 25, 1991, expired Nov. 21, 1991. Amended: Filed July 15, 1991, effective Oct. 31, 1991. Amended: Filed Sept. 16, 1991, effective Jan. 13, 1992. Rescinded: Filed May 31, 2000, effective Nov. 30, 2000.*

*\*Original authority: 302.171, RSMo 1951, amended 1955, 1984, 1989, 1991; 302.181, RSMo 1939, amended 1951, 1961, 1971, 1973, 1984, 1986, 1989, 1991, 1992; and 302.765, RSMo 1989, amended 1993.*

**12 CSR 10-24.315 Tow Truck Operator's and Commercial Drivers Licensing**

*PURPOSE: This rule specifies conditions under which tow truck drivers and tow truck operations must meet or are exempt from the Uniform Commercial Driver License Act, sections 302.700–302.780, RSMo.*

(1) The driver of a tow truck which has a Gross Combination Weight Rating (GCWR) of twenty-six thousand one (26,001) or more pounds, inclusive of the Gross Vehicle Weight Rating (GVWR) of any towed vehicle of ten thousand one (10,001) or more pounds, must possess a valid Class A license, with appropriate endorsements and restrictions.

(2) The driver of a tow truck which has a GVWR of twenty-six thousand one (26,001) or more pounds, or any such vehicle towing a vehicle which has a GVWR of ten thousand pounds (10,000 lbs.) or less, must possess either a valid Class A or Class B license, with appropriate endorsements and restrictions.

(3) The driver of a tow truck which has a GVWR of twenty-six thousand (26,000) or fewer pounds must possess a Class C license if on a subsequent move towing a vehicle placarded for hazardous materials.

(4) If a tow truck driver tows a vehicle under emergency conditions in a first move from the site of a malfunction or accident to the nearest appropriate repair facility, the driver must possess a valid license of the appropriate class, but need not possess an H, N, P, T or X endorsement.

(5) If a tow truck driver tows a vehicle on a subsequent or second move from one (1) repair facility or disposal facility to another, the driver must possess a valid license of the appropriate class with endorsements appropriate for the type of vehicle being towed, except that a tow truck driver towing a passenger vehicle need not possess a P endorsement.

*AUTHORITY: section 302.765, RSMo Supp. 1989.\* Original rule filed March 5, 1990, effective June 11, 1990. Amended: Filed May 21, 1991, effective Oct. 31, 1991.*

*\*Original authority: 302.765, RSMo 1989.*



**12 CSR 10-24.320 Notification to Complete Written Examinations for a Class A, B or C License**

(Rescinded December 3, 1992)

*AUTHORITY:* sections 302.700–302.780, RSMo Supp. 1989. Emergency rule filed April 18, 1990, effective April 28, 1990, expired Aug. 25, 1990. Original rule filed April 18, 1990, effective June 28, 1990. Emergency amendment filed July 15, 1991, effective July 25, 1991, expired Nov. 21, 1991. Amended: Filed July 15, 1991, effective Oct. 31, 1991. Rescinded: Filed April 28, 1992, effective Dec. 3, 1992.

**12 CSR 10-24.325 License Denial for Suspension, Revocation, Disqualification or Cancellation**

*PURPOSE:* This rule establishes the basis for denial of a Missouri driver’s license when the applicant is suspended, revoked, disqualified or cancelled in this or any other state.

(1) Every commercial driver’s license applicant applying for a Missouri driver’s license shall be checked through the National Driver Register and other records available to the director to determine the person’s license status in all states. Every noncommercial driver’s license applicant age seventeen (17) or older who is required to complete a new driver’s license application must be checked through the National Driver Register as well, except for a noncommercial driver’s license applicant holding a valid noncommercial Missouri driver’s license and upgrading or downgrading to a noncommercial classification (Class E or Class F) or an applicant applying for a motorcycle permit when he or she has a valid Missouri noncommercial driver’s license.

(2) Any person shown in the records of the National Driver Register or other records available to the director as suspended, revoked, disqualified or cancelled in this or any other state shall be denied a Missouri driver’s license until such time that the suspension, revocation, disqualification or cancellation has been cleared.

*AUTHORITY:* sections 302.060, RSMo Supp. 1997 and 302.600, RSMo 1994. \* Emergency rule filed June 20, 1990, effective June 30, 1990, expired Oct. 27, 1990. Emergency rule filed Oct. 26, 1990, effective Nov. 5, 1990, expired March 4, 1991. Original rule filed June 20, 1990, effective Dec. 31, 1990. Amended: Filed Dec. 14, 1993, effective July

10, 1994. Amended: Filed March 27, 1998, effective Sept. 30, 1998.

*\*Original authority:* 302.060, RSMo 1939, amended 1951, 1961, 1982, 1983, 1984, 1987, 1989, 1991, 1996 and 302.600, RSMo 1985.

**12 CSR 10-24.330 Delegation of Authority to Third-Party Testers to Conduct Skills Tests of Applicants for Commercial Drivers Licenses**

*PURPOSE:* This rule establishes the authority of third-party testers to administer skills tests to commercial motor vehicle drivers.

(1) The director shall authorize any third-party tester certified by the director to administer skills tests to commercial motor vehicle operator applicants in accordance with the laws of this state.

(2) The third-party tester shall administer to each applicant a skills test approved by the director, which is the same as the skills tests administered to the applicants by the Missouri State Highway Patrol.

(3) The third-party tester shall enter into a written contract with the director governing the conducting of skills tests by third-party examiners employed by the third-party tester.

(4) The third-party tester shall provide documentation to the applicant, on a form prescribed by the director, showing that the applicant has successfully completed the skills tests required by that applicant.

(5) The third-party tester shall provide information and documentation to the director regarding any person who takes the skills test for another or who in any way falsifies any information in any test given by the third-party examiner.

(6) The director shall prescribe all forms which the third-party tester shall provide and use in administering the skills tests.

(7) The third-party tester shall abide by all third-party tester/examiner requirements and any changes which may occur to these requirements as prescribed by the director.

*AUTHORITY:* sections 302.700, RSMo Supp. 1991 and 302.765, RSMo Supp. 1989. \* Emergency rule filed June 20, 1990, effective June 30, 1990, expired Oct. 27, 1990. Emergency rule filed Oct. 26, 1990, effective Nov. 5, 1990, expired March 4, 1991. Original rule filed June 20, 1990, effective Dec. 31, 1990.

*\*Original authority:* 302.700, RSMo 1989, amended 1991 and 302.765, RSMo 1989.

(THIRD PARTY TESTER'S NAME)						DATE
<b>CDL DRIVER EXAMINATION RECORD</b>						
DRIVERS LICENSE NUMBER			CLASS	STATE	EXPIRATION DATE	
NAME (LAST, FIRST, MIDDLE)				SOCIAL SECURITY NUMBER		
RESIDENCE (STREET OR RFD)				CITY, STATE, ZIP CODE		
DATE OF BIRTH	SEX	HEIGHT	WEIGHT	EYES	TELEPHONE NUMBER ( )	
EMPLOYER				TELEPHONE NUMBER ( )		
EMPLOYER'S ADDRESS				CITY, STATE, ZIP CODE		
<b>VEHICLE USED FOR SKILLS TESTS</b>						
MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER			PLATE NUMBER	
AIR BRAKE EQUIPPED <input type="checkbox"/> YES <input type="checkbox"/> NO	CLASS OF VEHICLE <input type="checkbox"/> A <input type="checkbox"/> H <input type="checkbox"/> B <input type="checkbox"/> C		PASSENGER VEHICLE <input type="checkbox"/> B <input type="checkbox"/> C		GVWR LBS.	
<b>TEST ROUTE INFORMATION</b>						
EXAMINATION SITE (STREET, CITY, COUNTY)					TEST ROUTE USED <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
<b>TEST RESULTS</b>						
PRE-TRIP INSPECTION		BASIC CONTROLS		ON-ROAD DRIVING		
<input type="checkbox"/> PASS	SCORE	<input type="checkbox"/> PASS	SCORE	<input type="checkbox"/> PASS	SCORE	
<input type="checkbox"/> FAIL		<input type="checkbox"/> FAIL		<input type="checkbox"/> FAIL		
<b>TESTER/EXAMINER INFORMATION</b>						
EXAMINER NAME			DATE CERTIFIED	CERT. NUMBER	CLASS OF LICENSE	
EXAMINER'S MAILING ADDRESS, CITY, STATE, ZIP CODE				TELEPHONE NUMBER ( )		
I declare under penalty of perjury that the above statements are true and correct.						
EXAMINER'S SIGNATURE					DATE	

MO 860-2314 (8-90) DISTRIBUTION: WHITE - APPLICANT; CANARY - DOR; PINK - TESTER FILE DOR-4070 (8-90)

D3R

VOID

COMMERCIAL DRIVER LICENSE ROAD TEST

For Office Use

LEFT				-TURNS-	RIGHT				
1	2	3	4	Approach		1	2	3	4
0	0	0	0	Traffic check.....		0	0	0	0
0	0	0	0	Signal, Decel, Coast, Lane..		0	0	0	0
1	2	3	4	If Stop		1	2	3	4
				Necessary, Gap, Stop line					
0	0	0	0	Full stop, Wheels straight..		0	0	0	0
1	2	3	4	Turning		1	2	3	4
0	0	0	0	Traffic check.....		0	0	0	0
0	0	0	0	Both hands, Gears.....		0	0	0	0
0	0	0	0	Speed, Wide/Short.....		0	0	0	0
1	2	3	4	Complete Turn		1	2	3	4
0	0	0	0	Traffic check.....		0	0	0	0
0	0	0	0	Correct lane.....		0	0	0	0
0	0	0	0	Signal, Accelerate, Right...		0	0	0	0
-	-	-	-	No Errors.....		-	-	-	-

EXPRESSWAY

Merge On	
Traffic check,	
Signal, Spacing, No stop,	
Merge, Cancel signal.....	0
Lane Changes	
Traffic check,	
Signal, Spacing, Smooth L R	
change, Cancel signal.....	0 0
Exit	
Traffic check, Signal.....	0
Smooth merge to exit lane.....	0
Decelerate in exit lane.....	0
Ramp speed, Spacing,	
Cancel signal.....	0
No Errors.....	-

INTERSECTIONS

Stopping	S	S
Traffic check.....	0	0
Deceleration, Coast.....	0	0
Gap, Stop line, Full stop..	0	0
Driving Through	T	R
Traffic check.....	0	0
Yield, Lane, Gear,.....	0	0
Accelerate.....	0	0
No Errors.....	-	-

URBAN/RURAL SECTIONS

Regular traffic checks.....	U	R
Selects proper lane.....	0	0
Keeps vehicle in lane.....	0	0
Speed, Follow distance....	0	0
Lane changes: Traffic check		
Signal, Space, Smooth change		
Left.....	0	0
Right.....	0	0
No Errors.....	-	-

GENERAL DRIVING BEHAVIOR

Used clutch properly (shifting, double clutched, didn't ride).....	0
Used gears properly (over-rev/lug engine, clash gears, coast).....	0
Used brakes properly (smooth braking, no riding or pumping).....	0
Proper steering (both hands on wheel, no over/under control).....	0
Obedied all traffic signs and signals.....	0
Drove without an accident.....	0
Never put vehicle over sidewalks, lanes, stop lines, etc.....	0

Road Test Score

START/STOP ON GRADE

Approach	U	D
Traffic check.....	0	0
Signal on.....	0	0
Correct lane, Deceleration		
Not coast.....	0	0
Stop		
Parallel, Not roll.....	0	0
Signal off/4-ways on.....	0	0
Parking brake on.....	0	0
Resume		
Traffic check, 4-ways off		
Signal, Parking brake		
Not stall engine.....	0	0
Traffic check, Accelerate.	0	0
No Errors.....	-	-

CURVE

Speed: Enter, Through	
Stay in lane.....	0
Traffic checks.....	0
No Error.....	-

DRIVE UP GRADE

Proper gear.....	0
Keep right, 4-ways if slow...	0
Traffic checks.....	0
No Errors.....	-

DRIVE DOWN GRADE

	A	S
In proper gear.....	0	0
Brake, Clutch.....	0	0
Steady speed.....	0	0
Traffic checks.....	0	0
No Errors.....	-	-

RAILROAD CROSSING

Traffic check.....	0
Law, Gears, Stop.....	0
No Error.....	-

BRIDGE/UNDERPASS

Knew weight/clearance.....	0
No Error.....	-

NOTES

VOID

Appendix A

CDL TEST HISTORY FORM

Driver's Name: Last First M.I. SSN:

Vehicle Description: (check one)

Class A

- Tractor semi-trailer
Cab over
Conventional
Truck and trailer
Articulated bus

GVWR: Power unit
Trailer

Class H

- Pick-up and trailer

GVWR: Power unit
Trailer

Class B

- Straight truck
School bus
Coach bus
Transit bus

If bus, seating capacity:

GVWR:

Class C

- Straight truck
Truck
Van
Bus
Other:

If bus/van, seating capacity:

GVWR:

Vehicle length: Overall Trailer length

Air brake equipped? Yes No Manual transmission? Yes No

SKILLS TESTS

Table with 2 main columns: 1st Administration and 2nd Administration. Each column has sub-columns for Score, P/F, and Date. Rows include Pre-Trip Inspection, Basic Control, and Road Test.

**12 CSR 10-24.340 Receipt of Mail of Compliance Documents**

*PURPOSE: This rule establishes a consistent and effective method of determining receipt of mail of compliance documents for purposes of license suspension, revocation and reinstatement.*

(1) The director of revenue shall consider as received on the official postmark date of the United States Postal System any documents required for compliance on any suspension or revocation under Chapters 302, 303, 544 and 577, RSMo.

(A) If any date for performing any act falls on a Saturday, Sunday or legal holiday in this state, the performance of that act shall be considered timely if it is performed on the next succeeding day which is not a Saturday, Sunday or legal holiday.

(B) Any mail delivered by third party means other than the United States Postal Service, such as Federal Express, Express Mail or United Parcel, shall be considered received by the date the transporting agency receives the mail item to be delivered as specified on the mailing invoice or order.

(2) If the official postmark date of the United States Postal System is not readable, the documents required for compliance shall be considered received three (3) days before the documents are stamped received by the Department of Revenue.

*AUTHORITY: sections 302.281, 302.291, 302.304, 303.030 and 577.520, RSMo Supp. 1989 and 302.515, 302.520, 302.525, 302.530, 302.535, 303.040, 303.041, 303.042, 303.060, 303.120, 303.140, 303.270, 303.290 and 544.046, RSMo 1986.\* Emergency rule filed Dec. 13, 1990, effective Dec. 23, 1990, expired April 21, 1991. Original rule filed Sept. 27, 1990, effective Feb. 14, 1991.*

*\*Original authority: 302.281, RSMo 1951, amended 1955, 1961, 1989; 302.291, RSMo 1951, amended 1989; 302.304, RSMo 1961, amended 1972, 1973, 1979, 1983, 1984, 1989, 1991; 303.030, RSMo 1953, amended 1965, 1969, 1981, 1986; 577.520, RSMo 1987, amended 1991; 302.515, RSMo 1983, amended 1984; 302.520 and 302.525, RSMo 1983, amended 1984, 1991; 302.530 and 302.535, RSMo 1983, amended 1984; 303.040, RSMo 1953, amended 1976, 1979, 1986; 303.041 and 303.042, RSMo 1986; 303.060, RSMo 1953, amended 1957, 1986; 303.120, RSMo 1953, amended 1965, 1981; 303.140, RSMo 1953, amended 1961, 1965, 1986; 303.270, RSMo 1953; 303.290, RSMo 1953, amended 1957, 1986; and 544.046, RSMo 1980.*

**12 CSR 10-24.350 Group Testing of Commercial Motor Vehicle Drivers by Missouri State Highway Patrol**

*PURPOSE: This rule establishes guidelines for administering written tests for commercial drivers licenses to groups of applicants.*

(1) The director authorizes the Missouri State Highway Patrol to conduct group testing by written examinations as approved by the director to applicants for commercial drivers licenses.

(2) For the purpose of this rule, a group shall consist of a number of persons adequate to conduct written tests as determined by the superintendent of the Missouri State Highway Patrol.

(3) In order to be eligible to participate in group testing, an applicant must possess a valid, unexpired drivers license from this or any other state and must be a resident of Missouri who will need a Missouri commercial drivers license.

(4) Each applicant shall be responsible for maintaining the copy of any written test results given to the applicant at the time of the testing. If test results cannot be provided by the driver at the time of application for a commercial drivers license, the applicant shall be required to retake the tests.

(5) An applicant who completed tests through group participation may not apply for a commercial drivers license from the department before the scheduled date for license renewal as established by the director.

*AUTHORITY: sections 302.720 and 302.765, RSMo Supp. 1989.\* Original rule filed Nov. 15, 1990, effective April 29, 1991.*

*\*Original authority 1989.*

**12 CSR 10-24.360 Third-Party Trainers**

*PURPOSE: This rule establishes the authority of third-party trainers to train third-party examiners.*

(1) As used in this rule, the term third-party trainer means an entity certified by the director of revenue to instruct third-party examiners who are employees or potential employees of a third-party tester in the administration of commercial drivers license skills tests.

(2) A third-party trainer may be a Missouri state college, Missouri state university, state

community college or the Missouri State Highway Patrol.

(3) Third-party trainers shall provide a course of instruction in the administration of commercial drivers license skills tests of at least forty (40) hours, approved by the director in consultation with the superintendent of the Missouri State Highway Patrol.

(4) Third-party trainers shall provide certification to every graduate who completes an approved training program successfully.

(5) The authority of a third-party trainer may be terminated by the director at any time upon ten (10) days' written notice. If a third-party trainer disagrees with the director's determination to terminate his/her authority, s/he may request a hearing before the director, or his/her designee, to contest the director's decision. A request for hearing must be made within thirty (30) days of the date notice of termination is sent to the trainer.

(6) A third-party trainer shall maintain a record of every person who participates in an approved training program. That record shall contain, at a minimum, the name of the training program, the name of the person, the type and date of instruction given, course content and the name of the instructor. Those records shall be filed with the director for each person who has participated in the program.

(7) A third-party trainer shall display its certificate of authorization at its principal place of business.

*AUTHORITY: sections 302.720 and 302.765, RSMo Supp. 1989.\* Original rule filed Nov. 15, 1990, effective April 29, 1991.*

*\*Original authority 1989.*

**12 CSR 10-24.370 Criteria for an Approved School Bus Program to Waive the Written Examination**

*PURPOSE: This rule establishes criteria for an approved eight-hour school bus training program required by section 302.272, RSMo to waive the written examination.*

(1) The holder of a school bus permit issued under section 302.272, RSMo is eligible for a waiver of the written skills examination for renewal of the permit if evidence is provided to the director that a total of eight (8) hours of training is certified as completed, within the preceding twelve (12) months, in any two (2) or more of the following categories:

- (A) The role of the school bus driver;  
 (B) Laws governing pupil transportation;  
 (C) Discipline;  
 (D) Loading and unloading procedures;  
 (E) Driving fundamentals and road signs;  
 (F) First aid;  
 (G) Procedures for handling accidents and emergencies;  
 (H) Emergency driving techniques;  
 (I) Preventive maintenance and pretrip inspection;  
 (J) Transportation of the handicapped; or  
 (K) Behind-the-wheel instruction.

*effective March 25, 1991, expired July 23, 1991. Original rule filed March 15, 1991, effective Aug. 30, 1991. Amended: Filed Nov. 21, 1991, effective April 9, 1992. Amended: Filed Oct. 22, 1997, effective April 30, 1998.*

*\*Original authority 1986, amended 1987, 1989, 1996.*

(2) No more than four (4) hours of training shall be in any one (1) topic listed in subsections (1)(A)—(K) of this rule.

(3) No program shall be approved by the director for eligibility of a waiver of written skills examination unless conducted by or under the supervision of a Department of Elementary and Secondary Education certified driver instructor. Examples of programs approved by the director may include, but not be limited to:

- (A) Missouri School Bus Driver Training Programs;  
 (B) National Highway Safety Programs;  
 (C) Missouri State Highway Patrol Programs;  
 (D) American Red Cross First Aid Programs;  
 (E) Missouri Association of Pupil Transportation Programs; or  
 (F) Missouri School Bus Drivers Rodeo.

(4) At the time of renewal of a school bus permit as determined by the director, the holder shall present evidence of completion of at least eight (8) hours of approved training within the preceding twelve (12) months in order to be eligible for the written skills examination waiver. Evidence provided by the school bus permit holder shall be substantially the same as the Missouri School Bus Driver Training Certification form published with this rule.

(5) The Missouri School Bus Driver Training Certification, or its equivalent, shall be verified by a Department of Elementary and Secondary Education certified driver instructor.

(6) Any person who does not provide the required certificate of training for renewal of a school bus operator's permit shall be required to successfully pass the written skills examination for school bus drivers.

*AUTHORITY: section 302.272, RSMo Supp. 1997.\* Emergency rule filed March 15, 1991,*





MISSOURI DEPARTMENT OF REVENUE  
DRIVERS LICENSE BUREAU  
P O BOX 200  
JEFFERSON CITY MO 65105-0200  
**SCHOOL BUS DRIVER TRAINING  
CERTIFICATION**

FORM <b>4104</b> (REV 6-96)	
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--	--

I certify that \_\_\_\_\_, whose signature appears below, has completed a minimum of eight (8) hours of school bus driver training within the last 12 months in the following categories:

**NO MORE THAN FOUR (4) HOURS TRAINING SHALL BE IN ANY ONE TOPIC BELOW.**

(HOURS)

- \_\_\_\_\_ The role of the school bus driver
- \_\_\_\_\_ The laws governing pupil transportation
- \_\_\_\_\_ Discipline
- \_\_\_\_\_ Loading and unloading procedures
- \_\_\_\_\_ Driving fundamentals and road signs
- \_\_\_\_\_ First Aid
- \_\_\_\_\_ Procedures for handling accidents and emergencies
- \_\_\_\_\_ Emergency driving techniques
- \_\_\_\_\_ Preventive maintenance and pre-trip inspection
- \_\_\_\_\_ Transportation of the handicapped
- \_\_\_\_\_ Behind-the-wheel instruction

For information concerning the certification requirements, contact the:

Missouri Department of Revenue  
Drivers License Bureau  
P O Box 200  
Jefferson City MO 65105-0200  
Telephone: (573) 751-2730 Fax: (573) 751-0466

**I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.**

DRIVER/APPLICANT SIGNATURE	DATE
CERTIFIED DRIVER/INSTRUCTOR SIGNATURE	DLN NUMBER

**THIS CERTIFICATION MEETS THE CRITERIA SPECIFIED IN THE PROMULGATED RULES.**

MO 860-2346 (6-96)

### 12 CSR 10-24.380 Hazardous Materials Written Test Requirements for Commercial Drivers License Transfer or Renewal

*PURPOSE: This rule establishes the conditions under which an applicant for a commercial drivers license is required to complete the written knowledge test successfully for a hazardous materials endorsement.*

(1) Before adding or continuing a hazardous materials endorsement, any applicant for a new, new resident transfer or renewal of a Class A, Class B or Class C commercial drivers license shall be required to successfully complete the hazardous materials written knowledge test.

(2) Any applicant for a Class A, Class B or Class C commercial drivers license where a hazardous materials endorsement is being carried over on a new license application shall be required to successfully complete the hazardous materials written knowledge test if more than one (1) year has passed since the applicant completed his/her previous hazardous materials written knowledge test.

(3) To continue a hazardous materials endorsement, any applicant for a duplicate Class A, Class B or Class C commercial drivers license shall not be required to successfully complete the hazardous materials written knowledge test.

*AUTHORITY: section 302.720, RSMo Supp. 1989.\* Emergency rule filed April 8, 1991, effective April 18, 1991, expired Aug. 15, 1991. Original rule filed April 8, 1991, effective Aug. 30, 1991. Emergency amendment filed July 15, 1991, effective July 25, 1991, expired Nov. 21, 1991. Amended: Filed July 15, 1991, effective Oct. 31, 1991. Amended: Filed April 16, 1993, effective Oct. 10, 1993.*

*\*Original authority 1989.*

### 12 CSR 10-24.385 School Bus Permits

*PURPOSE: This rule establishes the types of school bus permits issued to school bus operators.*

(1) There shall be two (2) types of school bus permits in Missouri. The holder of each permit may drive any school bus which is any motor vehicle, publicly or privately owned, to transport students to and from school, or when properly chaperoned within the state for educational purposes provided the person

holds a valid Missouri or out-of-state drivers license.

(2) The two (2) permits shall be issued as follows:

(A) Type 1—to a school bus operator transporting sixteen (16) or more persons including the driver or operating a vehicle that is designed to transport sixteen (16) or more persons including the driver. The holder of a Type 1 school bus permit may also drive any school bus which may be driven by the holder of a Type 2 school bus permit; and

(B) Type 2—to a school bus operator operating a vehicle that is designed to transport fifteen (15) or fewer persons including the driver.

*AUTHORITY: section 302.272, RSMo Supp. 1997.\* Emergency rule filed June 7, 1991, effective June 17, 1991, expired Oct. 4, 1991. Emergency rule filed Sept. 24, 1991, effective Oct. 4, 1991, expired Jan. 31, 1992. Original rule filed June 7, 1991, effective Oct. 31, 1991. Amended: Filed Oct. 22, 1997, effective April 30, 1998.*

*\*Original authority 1986, amended 1987, 1989, 1996.*

### 12 CSR 10-24.390 Commercial Driver Instruction Permit

*PURPOSE: This rule establishes requirements for a commercial driver to obtain a commercial driver instruction permit.*

(1) Before applying for a commercial driver instruction permit, the person shall possess a valid drivers license issued in this or any other state.

(2) Any applicant for a commercial driver instruction permit shall meet all requirements of the Commercial Motor Vehicle Safety Act (sections 302.700—302.780, RSMo), except for the pretrip inspection, off-road basic controls and on-road driving tests.

(3) The person shall present evidence that the appropriate commercial motor vehicle written tests were completed for the class and type of vehicle to be operated on the commercial driver instruction permit.

(4) The director shall issue a commercial driver instruction permit in the correct class and with appropriate endorsements upon the payment of five dollars (\$5). A permit holder, unless otherwise disqualified, may be granted one (1) six (6)-month extension/renewal of an unexpired instruction permit upon the payment of an additional five dollar (\$5) fee. The

person shall be accompanied by the holder of a commercial drivers license valid for the class of vehicle being operated and who occupies a seat beside the individual, or reasonably near the individual, in the case of buses, for the purpose of giving instruction in driving the commercial motor vehicle.

*AUTHORITY: section 302.720, RSMo Supp. 1989.\* Emergency rule filed June 7, 1991, effective June 17, 1991, expired Oct. 4, 1991. Original rule filed June 7, 1991, effective Dec. 9, 1991. Emergency rule filed Sept. 24, 1991, effective Oct. 4, 1991, expired Jan. 31, 1992. Amended: Filed Feb. 28, 1992, effective Aug. 6, 1992.*

*\*Original authority 1989.*

### 12 CSR 10-24.395 Delegation of Authority to the Missouri State Highway Patrol to Conduct Skills Testing of Applicants for Commercial Drivers Licenses

*PURPOSE: This rule establishes the authority of the Missouri State Highway Patrol to administer skills tests to commercial motor vehicle drivers.*

(1) The director authorizes the Missouri State Highway Patrol to administer skills tests to commercial motor vehicle operator applicants in accordance with the laws of this state.

(2) Any person requiring a commercial drivers license who must successfully complete the skills tests shall pass a pretrip inspection, off-road basic controls test and on-road driving test.

(3) The person shall complete three (3) skills tests, unless otherwise specified here, for a Class A, Class B or Class C commercial drivers license.

(A) Except for Class C drivers, the pretrip inspection shall be required for any vehicle equipped with airbrakes and only those vehicles with a manufacturer's Gross Vehicle Weight Rating (GVWR) of ten thousand one pounds (10,001 lbs.) or more. A pretrip inspection shall include, but not be limited to, the inspection of:

1. Air brakes;
2. Fluid levels;
3. Air/electric lines;
4. Doors;
5. Exhaust system;
6. Frame;
7. Belts;
8. Hoses;



9. Fifth wheel;
10. Lights;
11. Leaks;
12. Tires;
13. Steering; and
14. Axles.

(B) An off-road basic controls test shall include, but not be limited to:

1. Straight line backing;
2. Alley docking;
3. Conventional parallel parking; and
4. Side sight parallel parking.

(C) An on-road driving test shall include, but not be limited to, a demonstration of skills by:

1. Making four (4) right turns;
2. Making four (4) left turns;
3. Driving on a straight section of an urban business street;
4. Driving through intersections;
5. Driving through a railroad crossing;
6. Maneuvering a curve;
7. Driving on an expressway or two (2) lane rural road;
8. Driving on a downgrade;
9. Driving on an upgrade;
10. Stopping; and
11. Driving through/over an underpass, low clearance or bridge.

(4) Successful completion of the tests indicated previously requires a score as shown on the Commercial Drivers License (CDL) Performance Test Passing Scores form published with this rule and disallows dangerous actions and traffic violations during the off-road basic controls, on-road driving tests, or both.

(5) The test scores remain valid unless retesting is required by Missouri law. Each person shall be responsible for maintaining a copy of the test results. If test results cannot be provided by the driver at the time of application for a Missouri commercial drivers license, the applicant shall be required to retake any test(s) necessary to receive the class of license requested.

(6) The director shall provide all forms necessary to administer driving tests to the Missouri State Highway Patrol.

*AUTHORITY: section 302.720, RSMo 1994.\*  
Emergency rule filed June 7, 1991, effective June 17, 1991, expired Oct. 4, 1991.  
Emergency rule filed Sept. 24, 1991, effective Oct. 4, 1991, expired Jan. 31, 1992.  
Original rule filed June 7, 1991, effective Oct. 31, 1991. Amended: Filed May 15, 1995, effective Nov. 30, 1995.*

*\*Original authority 1989.*

### CDL Performance Test Passing Scores

#### Pretrip Inspection Score

Automatic Fail: Failure to perform air brakes check during engine start procedure

#### Tractor-Trailer Passing Scores:

##### With Air Brakes—

3-axle tractor, 2-axle trailer  
 3-axle tractor, 1-axle trailer  
 2-axle tractor, 2-axle trailer  
 2-axle tractor, 1-axle trailer

#### Correctly Inspected Items

84 or more  
 76 or more  
 76 or more  
 66 or more

##### No Air Brakes—

3-axle tractor, 2-axle trailer  
 3-axle tractor, 1-axle trailer  
 2-axle tractor, 2-axle trailer  
 2-axle tractor, 1-axle trailer

75 or more  
 71 or more  
 71 or more  
 61 or more

#### Straight Truck/Bus Passing Scores:

	Straight Truck	School Bus	Coach/Transit Bus
With Air Brakes—			
3 axles	55	58	37
2 axles	46	48	33
No Air Brakes—			
3 axles	52	55	36
2 axles	39	42	32

#### Basic Control Skills Passing Scores

Form 1 16 errors or less

Form 2 14 errors or less

Form 3 12 errors or less

#### Road Test Passing Score

-25 errors or less

Automatic Fail: Moving traffic violation or avoidable accident

**12 CSR 10-24.400 Delegation of Authority to Administer Missouri School Bus Operator's Permit Examinations**

*PURPOSE: This rule establishes the authority of the Missouri State Highway Patrol or commercial drivers license third-party tester to administer written and driving examinations to an applicant for a school bus permit.*

(1) The director authorizes the Missouri State Highway Patrol to administer a written examination, approved by the director, to assist the director of revenue in determining an applicant's eligibility for a Missouri school bus operator's permit.

(A) The written examination shall consist of twenty-five (25) questions including, but not limited to, an understanding of highway signs, proper turning, backing and signaling and practical knowledge of the traffic laws of this state relating to the operation of school buses.

(B) Successful completion of a written examination requires the applicant to correctly answer twenty (20) out of twenty-five (25) questions.

(2) The director authorizes the Missouri State Highway Patrol or commercial drivers license (CDL) third-party tester as specified in 12 CSR 10-24.330 to administer a driving test which will consist of a pretrip inspection of the vehicle and an actual road test, in the type of vehicle to be operated in traffic, to assist the director of revenue in determining an applicant's ability to operate a school bus safely. If the applicant is required to possess a CDL, subsections (2)(B)—(D) shall not apply and the driver shall meet the requirements of 12 CSR 10-24.395 Delegation of Authority to the Missouri State Highway Patrol to Conduct Skills Testing of Applicants for Commercial Drivers Licenses.

(A) Driving skills examination shall be conducted on dates and at locations agreed upon by the director of revenue and superintendent of the Missouri State Highway Patrol.

(B) The actual road test shall determine an applicant's ability to operate a school bus safely and shall require, but not be limited to, the skills of starting, stopping, parking, turn-around maneuvers, signaling and the overall control of a school bus.

(C) The pretrip inspection shall determine an applicant's ability to locate controls and required emergency equipment.

(D) Successful completion of the driving skills examination requires a score of at least seventy percent (70%). Any dangerous action or traffic violation occurring during the driving skills examination terminates the test and

shall be recorded by the examiner or third-party tester as a failure.

*AUTHORITY: section 302.272, RSMo Supp. 1989.\* Original rule filed July 15, 1991, effective Oct. 31, 1991. Emergency amendment filed March 18, 1992, effective April 1, 1992, expired July 29, 1992. Amended: Filed March 18, 1992, effective Sept. 6, 1992. Emergency amendment filed July 22, 1992, effective Aug. 1, 1992, expired Nov. 28, 1992.*

*\*Original authority 1986, amended 1987, 1989.*

**12 CSR 10-24.402 Department of Revenue Instruction Permits**

*PURPOSE: This rule establishes the requirements necessary to obtain an instruction permit issued by the director of revenue.*

(1) An applicant shall not be issued a restricted temporary instruction permit until his/her fifteenth birthday.

(2) Until his/her sixteenth birthday, the holder of a temporary permit shall be accompanied at all times while driving a motor vehicle by a grandparent, parent or guardian as defined in the following:

(A) Grandparent shall include a foster grandparent, step-grandparent or adoptive grandparent;

(B) Parent shall include a foster parent, stepparent or adoptive parent; and

(C) Guardian shall be a court-appointed guardian, or, in the event the parent, grandparent or guardian of the person under sixteen (16) years of age has a physical disability which prohibits or disqualifies them from being a qualified licensed operator, the parent, grandparent or guardian may designate a maximum of two (2) individuals authorized to accompany the applicant for the purpose of giving instruction in driving the motor vehicle. The designee must meet the requirements outlined in section 302.130, RSMo. The parent, grandparent or guardian must complete a certified statement prescribed by the director of revenue and must provide the designee's full name and driver's license number. The name and driver's license number of the designee shall be displayed on a label affixed to the temporary permit.

(3) The temporary instruction permit form shall be the same form used for sixteen (16)-year old applicants, except such form shall state that the person until age sixteen (16) shall be accompanied by a grandparent, parent, guardian or designated person as speci-

fied in section (1) of this rule while driving a motor vehicle.

(4) In order for the temporary instruction permit to be used in driving the motorcycle or motortricycle, the M endorsement must be shown on the permit. The temporary instruction permit issued pursuant to section 302.130, RSMo, shall not entitle the holder to legally operate a motorized bicycle.

(5) The temporary instruction permit issued pursuant to section 302.130, RSMo, shall expire twelve (12) months from the date of application. An individual may renew such permit within one hundred eighty-four (184) days of the expiration date without being required to take the written examination.

(6) The temporary motorcycle instruction permit issued pursuant to section 302.132, RSMo, shall expire six (6) months (one hundred eighty-four (184) days) from the date of application. An individual may renew such permit within one hundred eighty-four (184) days of the expiration date without being required to take the written examination.

(7) A student instruction permit issued pursuant to section 302.130.3, RSMo, shall not entitle the holder to legally operate a motorcycle, motortricycle or motorized bicycle.

*AUTHORITY: sections 302.130 and 302.132, RSMo Supp. 1999.\* Emergency rule filed Sept. 16, 1991, effective Sept. 26, 1991, expired Jan. 23, 1992. Original rule filed Sept. 16, 1991, effective Jan. 13, 1992. Amended: Filed Sept. 15, 1995, effective March 30, 1996. Amended: Filed Dec. 12, 1997, effective June 30, 1998. Amended: Filed Oct. 1, 1998, effective March 30, 1999. Amended: Filed Oct. 6, 2000, effective April 30, 2001.*

*\*Original authority: 302.130, RSMo 1939, amended 1951, 1989, 1991, 1995, 1997, 1998, 1999; 302.132, RSMo 1995.*



CRC - N

MO 860-0002 (11-91)

DOR-2751 (11-91)

**MISSOURI DRIVERS LICENSE OR IDENTIFICATION DATA CARD**

**Restricted Instruction Permits:** When operating a motor vehicle, permit holder must be accompanied by a licensed parent or guardian until the age of 16. After age 16, any licensed driver can accompany permit holder.

Clerk's Signature \_\_\_\_\_ Office No. \_\_\_\_\_

MAIL TO				NOTES			
DO YOU WEAR CONTACT LENSES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF LENS/LENSES WORN DURING VISION TEST, RECORD IN CORRECTED BOX.				DO YOU UNDERSTAND ANY OTHER DRIVERS LICENSE IN YOUR NAME IS INVALID WITH THIS APPLICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ACUITY	LEFT	BOTH	RIGHT	LICENSE SURRENDERED? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF SURRENDERED: TYPE OF SURRENDER IF NOT LICENSE (-) <input type="checkbox"/> AFFIDAVIT <input type="checkbox"/> CLEARANCE <input type="checkbox"/> OTHER	
NO AID	20/	20/	20/	OFFICE NUMBER	TODAY'S DATE	STATUS	STATE
CORRECTED	20/	20/	20/	PRINTED	EXAM NUMBER	PERMIT NO.	LICENSE NO.
FIELD	o	o	o	I OBJECT TO USING MY SOCIAL SECURITY NUMBER AS MY DRIVERS LICENSE NUMBER. MY SOCIAL SECURITY NUMBER IS		[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
							CLASS/TYPE
							SP. HAND

NO.

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CLASS		EXPIRATION DATE	
ENDORSEMENTS		RESTRICTIONS	BIRTHDATE
SEX	HEIGHT	WEIGHT	EYES
CLERK'S SIGNATURE		VISION TESTER/PHOTOGRAPHER	

NO.

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- 
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**SAMPLE**

CLASS		EXPIRATION DATE	
ENDORSEMENTS		RESTRICTIONS	BIRTHDATE
SEX	HEIGHT	WEIGHT	EYES
X			

TRANSACTION TYPE
OFFICE FEE
AGENT FEE

**3843241**

I certify the information on this Data Card is true, and I am not suspended or revoked in Missouri or any other state.

**12 CSR 10-24.404 Commercial Drivers License Reciprocity**

*PURPOSE: This rule establishes the requirements for accepting out-of-state test results for a commercial drivers license.*

(1) The director, in his/her discretion, may accept written and road test scores from an applicant for a Class A, Class B or Class C commercial drivers license from any state which administers tests which comply with the minimum federal standards established by the Office of the Secretary of Transportation and has certified that fact to the director.

(2) In order for the test scores to be accepted, the applicant shall provide them on forms of another state acceptable to the director as officially issued by that state, or its third-party tester as agreed upon between the director and that state.

(3) The applicant shall not be required to retake the tests for a commercial drivers license unless the applicant desires to obtain a hazardous materials endorsement, change classifications of license other than what the test(s) was administered for, remove any restriction(s) or add an endorsement(s) to the license application.

(4) If the director has reason to believe that the test scores are false or have been tampered with, the applicant shall be required to retake all tests required for a commercial drivers license as specified in 12 CSR 10-24.300 and 12 CSR 10-24.395.

(5) The test scores are valid for one (1) year except for the reasons stated in sections (3) and (4) of this rule.

*AUTHORITY: section 302.720, RSMo Supp. 1997.\* Emergency rule filed Sept. 16, 1991, effective Sept. 26, 1991, expired Jan. 23, 1992. Original rule filed Sept. 16, 1991, effective Jan. 13, 1992. Amended: Filed Dec. 15, 1998, effective June 30, 1999.*

*\*Original authority 1989, amended 1995.*

**12 CSR 10-24.406 Procedures for Assessment of Points When Traffic Convictions Are Filed With the Director**  
(Rescinded October 30, 1997)

*AUTHORITY: sections 302.060 and 302.302, RSMo Supp. 1989. Original rule filed Sept. 16, 1991, effective Jan. 13, 1992. Rescinded: Filed April 30, 1997, effective Oct. 30, 1997.*

**12 CSR 10-24.408 Required Signature(s) on a Commercial Drivers License Transaction**

(Rescinded May 28, 1995)

*AUTHORITY: section 302.765, RSMo Supp. 1989. Emergency rule filed Oct. 15, 1991, effective Oct. 25, 1991, expired Feb. 12, 1992. Original rule filed Oct. 15, 1991, effective Feb. 6, 1992. Amended: Filed April 28, 1992, effective Dec. 3, 1992. Amended: Filed March 10, 1993, effective Sept. 9, 1993. Emergency rescission filed Dec. 13, 1994, effective Dec. 23, 1994, expired April 21, 1995. Rescinded: Filed Dec. 13, 1994, effective May 28, 1995.*

**12 CSR 10-24.410 Driver Examination Denial**

*PURPOSE: This rule establishes the authority of the Missouri State Highway Patrol and Department of Revenue to deny further skills test to an applicant for a Missouri drivers license.*

(1) If an applicant fails the skills test after three (3) attempts, the Missouri State Highway Patrol shall not permit the applicant to take a fourth skills test until the director of revenue approves the applicant for further testing.

(2) The director shall review the denial report and supporting documentation received from the Missouri State Highway Patrol. Information reviewed shall include, but not be limited to, test scores, physical abilities, driving problem(s) and driver examiner recommendations. The director may solicit recommendations, when appropriate, from the Medical/Vision Advisory Board.

(3) Based upon this review, the director may—

- (A) Deny further testing;
- (B) Allow the applicant to test at a different site with a different examiner;
- (C) Request the applicant to fulfill other conditions as may be deemed necessary to successfully complete the skills test; or
- (D) Request the applicant to enroll in a driver training course to improve his/her driving skills. While in training, the applicant shall possess a valid temporary instruction permit as specified in 12 CSR 10-24.402 to legally operate a motor vehicle.

(4) If the director refers the applicant for training, the driver training instructor shall submit the results of the applicant's training to the director.

(A) If the applicant fails the training program, another skills test shall not be given for one (1) year and the person's driving privilege shall be revoked.

(B) If the applicant fails the training program and has never been licensed in Missouri, the person's driving privilege shall be denied for one (1) year.

(C) If the applicant passes the training program and the driver training instructor's recommendations are acceptable to the director, another skills test shall be authorized for the applicant to take.

(5) Any decision of the director shall be given to the applicant in writing by registered mail. Any person who is aggrieved by the decision of the director may appeal to the circuit court in the county of residence as prescribed in section 302.311, RSMo.

*AUTHORITY: section 302.173, RSMo Supp. 1989.\* Original rule filed Feb. 28, 1992, effective Aug. 6, 1992.*

*\*Original authority 1951, amended 1965, 1971, 1983, 1987, 1989.*

**12 CSR 10-24.412 Commercial Drivers License Waiver For Farm-Related Service Industries**

*PURPOSE: This rule establishes the criteria for issuance of seasonal restricted commercial drivers licenses for operators of commercial motor vehicles involved in farm-related service industries.*

(1) Any person who operates a Class B or Class C commercial motor vehicle who is involved in one (1) or more of the following farm-related service industries may apply for a restricted commercial drivers license:

- (A) Farm retail outlets and suppliers;
- (B) Agrichemical businesses;
- (C) Custom harvesters; or
- (D) Livestock feeders.

(2) A restricted commercial drivers license shall not be issued to operate a Class A motor vehicle.

(3) Any commercial drivers license issued in accordance with this rule shall be valid for the operation of commercial motor vehicles for one (1) period which shall not exceed one hundred eighty (180) consecutive calendar days in any twelve (12)-month period. The period of valid operation shall be indicated on a restriction card which must be carried by the operator with the commercial drivers license.



(4) Any holder of a commercial drivers license restricted in accordance with this rule may operate a commercial motor vehicle only within a one hundred fifty (150)-mile radius of the place of business or farm being served.

(5) A holder of a restricted commercial drivers license issued in accordance with this rule shall not transport hazardous materials in placardable quantities except that a holder of a restricted commercial drivers license may transport one thousand gallons (1000 gal.) or less of diesel fuel, three thousand gallons (3000 gal.) or less of liquid fertilizer or any quantity of solid fertilizer not mixed with any organic substance.

(6) To apply for a commercial drivers license restricted in accordance with this rule, the applicant must certify to the following:

(A) That s/he has held a drivers license for at least one (1) year;

(B) That s/he has not had more than one (1) drivers license;

(C) That his/her driving privilege has not been suspended, revoked, canceled or disqualified in this or any other state within the last two (2) years;

(D) That s/he has not been convicted for any of the following offenses in any type of motor vehicle within the last two (2) years:

1. Driving while intoxicated or while under the influence of alcohol or drugs;
2. Leaving the scene of an accident;
3. Felony involving a motor vehicle;
4. Speeding fifteen (15) or more miles over the posted speed limit;
5. Careless, imprudent or reckless driving;

6. Erratic or improper traffic lane changes;

7. Following too closely; or

8. Any conviction for a traffic law violation in connection with an accident; and

(E) That s/he has not had an accident in which s/he was found to have been at fault within the last two (2) years.

(7) The applicant shall indicate on the application the seasonal time period the person needs to operate commercial motor vehicles in accordance with this rule. The one (1) period shall not exceed one hundred eighty (180) consecutive calendar days in any twelve (12)-month period.

(8) If the applicant can certify to the information required in section (6) of this rule, the director will issue a restricted commercial drivers license to the applicant if otherwise eligible for licensure without completion of the commercial drivers license written and skills tests.

(9) If the applicant for a restricted commercial drivers license previously held a Class E license or its equivalent, the person is permitted to operate Class E or Class F motor vehicles on the restricted commercial license at any time. If the applicant for a restricted commercial drivers license previously held a Class F license or its equivalent, the person is permitted to operate only Class F motor vehicles, other than when operating commercial motor vehicles in accordance with this rule.

(10) The director shall annually review the driving record of the holder of any seasonal commercial drivers license prior to the seasonal period indicated on the restriction card. If the driver record meets the criteria set forth in section (6) of this rule, the restricted commercial drivers license shall be revalidated and the holder shall be permitted to operate commercial motor vehicles in accordance with the license and this rule. If the driver record indicates that the holder of the restricted commercial drivers license no longer meets the criteria set forth in section (6) of this rule, the restricted commercial drivers license shall be canceled for a period of two (2) years.

(11) At the time of renewal of the restricted commercial drivers license, the holder may apply for the license and restriction card at a Department of Revenue branch or fee office.

*AUTHORITY: section 302.765, RSMo Supp. 1996.\* Emergency rule filed May 6, 1992, effective May 16, 1992, expired Sept. 12, 1992. Emergency rule filed Sept. 3, 1992, effective Sept. 13, 1992, expired Jan. 10, 1993. Original rule filed May 6, 1992, effective Dec. 3, 1992. Emergency amendment filed Nov. 9, 1994, effective Nov. 19, 1994, expired March 18, 1995. Emergency amendment filed March 9, 1995, effective March 19, 1995, expired July 16, 1995. Amended: Filed Nov. 9, 1994, effective May 28, 1995. Amended: Filed June 23, 1997, effective Dec. 30, 1997.*

*\*Original authority 1989.*

**12 CSR 10-24.414 Class E, Class F or Nonlicensed Drivers Completing Driver Examinations For a Commercial Drivers License While Under Suspension/Revocation**  
(Rescinded June 30, 1999)

*AUTHORITY: sections 302.304, RSMo Supp. 1991 and 302.765, RSMo Supp. 1989.\* Original rule filed June 16, 1992, effective*

*Jan. 15, 1993. Rescinded: Filed Dec. 15, 1998, effective June 30, 1999.*

**12 CSR 10-24.420 Standards Governing Motorcycle Helmet Construction**

*PURPOSE: This rule establishes minimum performance standards for motorcycle helmets manufactured for use by motorcyclists and other motor vehicle users.*

*PUBLISHER'S NOTE: The publication of the full text of the material that the adopting agency has incorporated by reference in this rule would be unduly cumbersome or expensive. Therefore, the full text of that material will be made available to any interested person at both the Office of the Secretary of State and the office of the adopting agency, pursuant to section 536.031.4, RSMo. Such material will be provided at the cost established by state law.*

(1) Protective headgear worn by operators of, or passengers on, motorcycles in this state shall meet the standards and specifications of the Department of Transportation (DOT) Standard No. 218 as published in the *Code of Federal Regulations* (49 CFR 571.218). This standard establishes minimum performance criteria and testing methods for protective headgear.

*AUTHORITY: section 302.020, RSMo Supp. 1997.\* This rule was previously filed as 12 CSR 10-40.010. Original rule filed Sept. 15, 1977, effective Feb. 11, 1978. Emergency amendment filed July 9, 1993, effective July 19, 1993, expired Nov. 16, 1993. Emergency amendment filed Nov. 16, 1993, effective Nov. 26, 1993, expired March 25, 1994. Amended: Filed July 9, 1993, effective Jan. 31, 1994. Amended: Filed March 27, 1998, effective Sept. 30, 1998.*

*\*Original authority 1939, amended 1951, 1967, 1984, 1988, 1989, 1995, 1996.*

**12 CSR 10-24.422 Medical Card/Medical Exemption Card**

(Rescinded April 30, 1998)

*AUTHORITY: sections 302.720, 302.735 and 302.765, RSMo Supp. 1989. Emergency rule filed Nov. 15, 1993, effective Nov. 25, 1993, expired March 25, 1994. Emergency rule filed March 16, 1994, effective March 26, 1994, expired July 23, 1994. Original rule filed Nov. 15, 1993, effective June 6, 1994. Rescinded: Filed Oct. 22, 1997, effective April 30, 1998.*

**12 CSR 10-24.424 Medical Card Denial**  
(Rescinded April 30, 1998)

*AUTHORITY:* sections 302.720, 302.735 and 302.765, RSMo Supp. 1989. Emergency rule filed Nov. 15, 1993, effective Nov. 25, 1993, expired March 24, 1994. Emergency rule filed March 16, 1994, effective March 26, 1994, expired July 23, 1994. Original rule filed Nov. 15, 1993, effective June 6, 1994. Rescinded: Filed Oct. 22, 1997, effective April 30, 1998.

**12 CSR 10-24.428 Excessive Speed Defined**

*PURPOSE:* This rule defines excessive speed used for commercial motor vehicle disqualification actions.

*Editor's Note:* The following material is incorporated into this rule by reference:

1) Federal Motor Carrier Safety Regulations, 49 Code of Federal Regulations, section 383.5 (Washington: U.S. Government Printing Office, October 3, 1989).

In accordance with section 536.031(4), RSMo, the full text of material incorporated by reference will be made available to any interested person at the Office of the Secretary of State and the headquarters of the adopting state agency.

(1) For the purpose of disqualification under 302.755, RSMo, a conviction for excessive speed is a serious traffic violation as prescribed by 49 CFR section 383.5 of the Federal Motor Carrier Safety Regulations if the actual speed is fifteen (15) miles per hour or more above the posted speed limit while the driver is operating a commercial motor vehicle.

*AUTHORITY:* sections 302.700, 302.755 and 302.765, RSMo 1994. \* Original rule filed July 21, 1994, effective Jan. 29, 1995. Amended: Filed Aug. 11, 1995, effective Feb. 25, 1996.

\*Original authority: 302.700, RSMo 1989, amended 1991 and 302.755 and 302.765, RSMo 1989, amended 1993.

**12 CSR 10-24.430 Back of Driver License**

*PURPOSE:* This rule complies with section 302.181, RSMo which provides for a form to be utilized for designating anatomical gifts as provided in section 194.240, RSMo and the name and address of the person designated as the licensee's attorney-in-fact for the purposes of a durable power of attorney for health care decisions.

(1) The attached information, incorporated by reference, is on the back of a person's driver license to be used for designating anatomical gifts and the name and address of the person designated as the licensee's attorney-in-fact for the purposes of a durable power of attorney for health care decisions.

*AUTHORITY:* section 302.181, RSMo Supp. 1998. \* Original rule filed Sept. 15, 1995, effective March 30, 1996. Amended: Filed Aug. 26, 1999, effective Feb. 29, 2000.

\*Original authority: 302.181, RSMo 1939, amended 1951, 1961, 1971, 1973, 1979, 1984, 1986, 1989, 1991, 1992, 1995, 1996.

**12 CSR 10-24.440 Motor Voter Application Form**

*PURPOSE:* This rule complies with section 115.160, RSMo which provides for a form to be utilized in applying for voter registration simultaneously as a part of the application for a drivers license, renewal of a drivers license, change of address, duplicate request and/or nondrivers license.

(1) The attached form is an application for applying for voter registration.

*AUTHORITY:* section 115.160, RSMo Supp. 1998. \* Original rule filed Dec. 22, 1994, effective June 30, 1995. Amended: Filed April 5, 1999, effective Sept. 30, 1999.

\*Original authority: 115.160, RSMo 1994, amended 1997.



I HEREBY MAKE AN ANATOMICAL GIFT UPON MY DEATH.			
<input type="checkbox"/> Any Organ		<input type="checkbox"/> Specifically:	
Signature of Donor		Date	
1st Witness	2nd Witness	Medical Alert	Blood Type
Licensee's Attorney in Fact for Health Care Decisions			
Name			
Address		City	State Zip Code

**12 CSR 10-24.438 Department of Revenue not Designated as an Election Official**

*PURPOSE:* This rule is established to clarify that the Department of Revenue is not an election official.

(1) The Department of Revenue is required by law to provide voter application forms as a simultaneous part of an application for a drivers license, renewal of a drivers license, change of address, duplicate request and/or a nondrivers license. The Department of Revenue is not an election official which is authorized to register voters.

*AUTHORITY:* section 115.160, RSMo 1994. \* Original rule filed Dec. 22, 1994, effective June 30, 1995.

\*Original authority: 115.160, RSMo, 1994.



<b>THERE IS NO VOTER REGISTRATION FEE IF THE APPLICANT CHOOSES TO COMPLETE THE MOTOR VOTER APPLICATION</b>	
<b>INSTRUCTIONS</b>	
1	<b>TYPE OF APPLICATION</b> Check appropriate box if this is a new registration or if you are changing a name or address.
2	<b>NAME</b> Print your full name (Last, First, Middle). Do not use nicknames or initials. For a name change, Box 8 should contain your previous name.
3	<b>HOME ADDRESS</b> Print your address in Box 3. If your mailing address is different than where you live, refer to Box 4.
4	<b>MAILING ADDRESS</b> If you get your mail at an address other than where you live, print that address in Box 4.
5	<b>DATE AND PLACE OF BIRTH (OPTIONAL)</b> Print your date of birth in this Box (Month, Day, Year) and the city and state where you were born.
6	<b>SOCIAL SECURITY NUMBER (OPTIONAL)</b> Print your social security number in Box 6. The election authority cannot release this number to anyone.
7	<b>DAYTIME PHONE NUMBER (OPTIONAL)</b> Please list a number where the election authority may contact you for verification of information.
8	<b>LAST VOTER REGISTRATION INFORMATION</b> If you are changing your name and/or address then complete Box 8.
9	<b>RURAL VOTERS</b> If you live in a rural area without a street address, any information which may help locate your proper voting district is appreciated.
10	<b>SIGNATURE</b> Review the information you have provided to make sure it is correct. Sign your full name or make your mark and print today's date.

MO 860 0185 (12-98)



MISSOURI DEPARTMENT OF REVENUE  
**MOTOR VOTER REGISTRATION APPLICATION**

FORM <b>4386</b> (REV 12-98)	<b>DRIVERS LICENSE BUREAU CODE: 01</b>
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YOUR APPLICATION WILL BE CONFIRMED BY MAIL WITHIN 7 DAYS OF RECEIPT BY ELECTION AUTHORITY. PLEASE CONTACT THE ELECTION AUTHORITY IF YOU DO NOT RECEIVE NOTIFICATION.							
1	<input type="checkbox"/> NEW REGISTRATION <input type="checkbox"/> ADDRESS CHANGE <input type="checkbox"/> NAME CHANGE				FOR OFFICE USE ONLY REGISTRATION NO.		
2	LAST NAME		FIRST NAME		MIDDLE NAME		SUFFIX
3	ADDRESS WHERE YOU LIVE (HOUSE NO., STREET, APT. NO. OR RURAL ROUTE AND BOX NO.)				CITY	COUNTY	ZIP CODE
4	ADDRESS WHERE YOU GET YOUR MAIL (IF DIFFERENT FROM #3 ABOVE)				CITY	STATE	ZIP CODE
5	DATE OF BIRTH MO DAY YEAR		PLACE OF BIRTH (CITY, STATE) (OPTIONAL)		6 SOCIAL SECURITY NO. (OPTIONAL) *		7 DAYTIME PHONE NO. (OPTIONAL) (    )
8	NAME ON LAST VOTER REGISTRATION (COMPLETE ONLY IF NAME CHANGE)				10 I hereby certify that I am a citizen of the United States and a resident of Missouri. I am at least seventeen and one half years of age. I have not been adjudged incapacitated by any court of law. If I have been convicted of a felony or a misdemeanor connected with the right of suffrage, I have had the voting disabilities from such conviction removed pursuant to law. I swear under penalty of perjury that all statements made on this card are true to the best of my knowledge and belief.		
	ADDRESS ON LAST VOTER REGISTRATION (COMPLETE ONLY IF ADDRESS CHANGE)						
	CITY		STATE	COUNTY			
9	RURAL VOTERS: COMPLETE THIS SECTION IF YOU LIVE OUTSIDE THE CITY LIMITS OF ANY CITY. I live _____ miles N S E W (check one of landmark or junction). Township and range _____ My neighbors are _____				DATE _____ SIGNATURE _____ The above Applicant stated that s/he could not write his/her name and at his/her request I have witnessed his/her mark. HIS OR HER MARK _____ ATTEST _____		

MO 860 0185 (12-98)

WARNING: CONVICTION OF PERJURY MAY RESULT IN IMPRISONMENT FOR A TERM NOT TO EXCEED FIVE YEARS AND/OR A FINE NOT TO EXCEED \$10,000  
\*Social Security number is requested pursuant to Section 115.155, RSMo, and will only be used by authorized officials to combat voter fraud and facilitate orderly elections.

**12 CSR 10-24.442 Stacking Sixty (60)-Day, Ninety (90)-Day, One Hundred Twenty (120)-Day and One Hundred Eighty (180)-Day Disqualifications**

*PURPOSE: This rule establishes that a second or subsequent disqualification for a serious traffic violation or for driving while out of service shall be in addition to any other previous period of disqualification as stated in 49 CFR section 384.219.*

*Editor's Note: The following material is incorporated into this rule by reference:*

1) *Office of the Federal Register National Archives and Records Administration, Title 49 Code of Federal Regulations, section 384.219, (Washington: U.S. Government Printing Office, May 18, 1994).*

*In accordance with section 536.031(4), RSMo, the full text of material incorporated by reference will be made available to any interested person at the Office of the Secretary of State and the headquarters of the adopting state agency.*

(1) If a person is under a period of disqualification as a result of the accumulation of serious traffic violations or for driving while out of service, any subsequent disqualification period shall only run consecutively and shall not run concurrently.

*AUTHORITY: section 302.765, RSMo 1994.\* Original rule filed Oct. 18, 1995, effective April 30, 1996.*

*\*Original authority 1989, amended 1993, 1995.*

**12 CSR 10-24.444 Ten-Year Disqualification**

*PURPOSE: This rule establishes the requirements for obtaining a commercial drivers license after receiving a ten-year disqualification under section 302.755.3, RSMo.*

(1) Any person disqualified for life who wishes to have commercial driving privileges restored after such person has been disqualified for at least ten (10) years, shall apply in writing to the director of revenue under section 302.755.3, RSMo.

(2) The applicant must prove to the director that during the ten (10) years immediately preceding the application the applicant:

(A) Has had no alcohol- or drug-related conviction(s) as defined in section 302.700, RSMo, in Missouri or any other jurisdiction involving operation of a commercial motor vehicle;

(B) Has successfully completed an alcohol- or drug-related traffic offender or rehabilitation program which meets or exceeds the minimum standards approved by the Department of Mental Health or a comparable program approved by the director of revenue if the disqualifying offenses were drug or alcohol related;

(C) Has had no commercial motor vehicle conviction(s) in Missouri or any other state during the ten (10)-year period preceding the application;

(D) Is no longer a threat to the public safety of this state. The director may request, and the applicant must provide, any additional information or documentation which the director deems necessary to determine the applicant's fitness for relicensure;

(E) Is otherwise eligible for licensure; and

(F) Has not previously been restored to commercial motor vehicle privileges following a prior ten (10)-year minimum disqualification.

(3) For purposes of determining an applicant's eligibility for restoration of commercial driving privileges, the applicant shall provide a copy of his/her criminal history for the immediately preceding ten (10) years to the director of revenue or authorize access to such criminal history by completing DOR-4383, Authorization to Perform Criminal Background Check.

(4) If the director finds the applicant is eligible for restoration to commercial driving status, the written and driving skills examinations as specified in 12 CSR 10-24.395 shall be successfully completed before a commercial drivers license is issued.

(5) If the applicant is found ineligible for restoration of commercial driving privileges, the director shall notify the applicant of such findings by certified mail and continue the denial of commercial driving privilege until such ineligibility has been disproven to the director's satisfaction.

(6) Any applicant who previously had his/her commercial motor vehicle privileges restored pursuant to this rule, shall not be able to apply for restoration of another lifetime disqualification.

(7) Any applicant who is aggrieved by the decision of the director may appeal to the circuit court in the county of residence as prescribed in section 302.311, RSMo.

*AUTHORITY: sections 302.755 and 302.765, RSMo 1994.\* Original rule filed Nov. 29, 1995, effective May 30, 1996.*

*\*Original authority: 302.755, RSMo 1989, amended 1995 and 302.760, RSMo 1989, amended 1993, 1995.*

**12 CSR 10-24.446 Affidavit of Interpretation**

(Rescinded June 30, 1999)

*AUTHORITY: section 302.171, RSMo Supp. 1995. Original rule filed June 28, 1996, effective Dec. 30, 1996. Rescinded: Filed Dec. 15, 1998, effective June 30, 1999.*

**12 CSR 10-24.448 Proof of Identity and Proof of Social Security Number Required for Issuance of a Driver's or Nondriver's License**

*PURPOSE: This rule establishes the documents acceptable as proof of identity and Social Security number for driver's and nondriver's license applicants.*

(1) An applicant is required to submit a minimum of two (2) documents for proof of identity (two (2) primary documents or one (1) primary and one (1) secondary document) when making an application for an original or duplicate driver's or nondriver's license.

(2) A renewal applicant is required to show only his or her current driver's or nondriver's license. If the license is unavailable, the license office clerk must obtain the digital image of the applicant's previous license transaction where a comparison of the image on the file can be made to the person in the office, or the clerk must require the applicant to submit two (2) primary documents or one (1) primary and one (1) secondary document for proof of identity.

(3) The primary document must contain the applicant's full legal name (including middle name if the applicant has one) and date of birth. The secondary document must contain the applicant's name and sufficient substantiating information for all/part of the information contained on the primary document.

(4) Primary documents acceptable as proof of identity include the following:

(A) U.S. or Canadian photo driver's license (including the U.S. and Canadian territories);

(B) U.S. or Canadian photo identification card/nondriver's license (including the U.S. and Canadian territories);

(C) Microfilm copy or image portfolio of a driver's license or identification card/nondriver's license certified by the issuing agency with an embossed seal of the issuing agency;

(D) Certificate of birth (U.S. or Canadian issued, including the U.S. and Canadian territories). Must be original or certified copy, have a seal and be issued by an authorized government agency such as the Bureau of Vital Statistics or State Board of Health. Hospital issued certificates and baptismal certificates are not acceptable;

(E) Immigration and Naturalization Services (INS) documents (must be a valid unexpired document) as follows:

1. Certificate of Naturalization (N-550, N-570 or N-578);
2. Certificate of Citizenship (N-560, N-561 or N-645);
3. Northern Mariana Card;
4. American Indian Card;
5. U.S. Citizen Identification Card (I-179 or I-197);
6. Resident Alien Card (I-551);
7. Temporary Resident Identification Card (I-688);
8. Record of Arrival and Departure in a valid Foreign Passport (I-94);
9. Valid Foreign Passport containing an I-551 stamp;
10. U.S. Re-entry Permit (I-327);
11. Refugee Travel Document (I-571);
12. Employment Authorization Card (I-688A, I-688B, I-766); and
13. Record of Arrival and Departure, stamped "Refugee" (I-94)—(Refugee I-94's will likely not be in a Foreign Passport);

(F) Canadian Immigration Record and Visa or Record of Landing (IMM 100);

(G) Active Duty, Retiree or Reservist Military Identification Card;

(H) Valid Passport, U.S. or Canadian (including the U.S. and Canadian territories). If Foreign Passport, appropriate INS document is also required;

(I) U.S. or Canadian issued learner's permit containing a photo (including the U.S. and Canadian territories); and

(J) Canadian Department of Indian Affairs issued identification card. Tribal issued cards and U.S. issued Department of Indian Affairs cards are not acceptable.

(5) Secondary documents acceptable as proof of identity include the following:

(A) All primary documents listed in section (4) of this rule;

(B) Court order. The order must contain full name, date of birth and court seal. Examples include, but may not be limited to, adoption document, name change document, and gender change document. It does not include abstract of criminal or civil conviction;

(C) INS documents listed in subsection (4)(E) of this rule which are expired one (1) year or less;

(D) Bureau of Indian Affairs Card/Indian Treaty Card. Tribal issued cards are not acceptable;

(E) Employer photo identification card;

(F) Foreign birth certificate. An Affidavit of Interpretation form as outlined in 12 CSR 10-24.446 must be completed and notarized when the birth certificate is in another language;

(G) Health insurance card;

(H) IRS/state tax form. A W-2 is not acceptable;

(I) Marriage certificate/license;

(J) Medical records from doctor/hospital;

(K) Military dependent identification card;

(L) Military discharge/separation papers;

(M) Parent/guardian affidavit. Parent/guardian must appear in person, prove his or her identity and submit a notarized affidavit regarding the child's identity. This affidavit only applies to minors;

(N) Gun permit;

(O) Pilot's license;

(P) School record/transcript that is certified with an embossed seal of the issuing school or department of education;

(Q) Social Security card. A metal card is not acceptable;

(R) Student identification card that contains a photo;

(S) Vehicle title. Vehicle registration is not acceptable;

(T) Photo public assistance card; and

(U) Prison release document.

(6) Additional documentation may be required if the documentation submitted is questionable or if the license office clerk has reason to believe the person is not who he or she claims to be.

(7) In exceptional circumstances where a primary or secondary document is not available, personnel authorized by the Director of Revenue may accept alternative documents to verify a person's identity.

(8) Documents acceptable as proof of Social Security number (SSN) include the following:

(A) Social Security card. A metal card is not acceptable;

(B) Letter from the Social Security Administration;

(C) IRS/state tax forms. W-2 Form is not acceptable;

(D) Financial statement containing the SSN;

(E) Payroll stub containing the SSN; and

(F) Military identification card containing the SSN.

If one of these documents is not available, personnel authorized by the Director of Revenue may use discretion in accepting other documents to verify the Social Security number.

*AUTHORITY: section 302.171, RSMo Supp. 1997.\* Original rule filed March 27, 1998, effective Sept. 30, 1998.*

*\*Original authority 1951, amended 1955, 1984, 1989, 1991, 1995, 1996, 1997.*

## 12 CSR 10-24.450 Staggering Expiration Dates of Driver/Nondriver Licenses

*PURPOSE: This rule outlines the procedures for staggering the expiration date of driver/nondriver licenses being issued or renewed over a six (6)-year period as outlined in section 302.177, RSMo.*

(1) From July 1, 2000 through June 30, 2003, the director of revenue shall issue driver licenses with expiration dates as outlined below to applicants that are at least twenty-one (21) years of age and less than seventy (70) years of age.

(A) All new driver license transactions completed shall produce a driver license expiring on the applicant's date of birth in the sixth year after issuance.

(B) All mail-in transactions completed shall produce a driver license expiring on the applicant's date of birth in the sixth year after issuance.

(C) All renewal driver license transactions shall be staggered based on the applicant's year of birth. All applicants born in an odd-numbered year shall receive a driver license expiring on the applicant's date of birth in the third year after issuance. All applicants born in an even-numbered year shall receive a driver license expiring on the applicant's date of birth in the sixth year after issuance.

(2) From July 1, 2000 through June 30, 2003, the director of revenue shall issue nondriver licenses with expiration dates as outlined below to applicants that are less than seventy (70) years of age.

(A) All new nondriver license transactions completed shall produce a nondriver license expiring on the applicant's date of birth in the sixth year after issuance.

(B) All renewal nondriver license transactions shall be staggered based on the applicant's year of birth. All applicants born in an odd-numbered year shall receive a nondriver license expiring on the applicant's date of





birth in the third year after issuance. All applicants born in an even-numbered year shall receive a nondriver license expiring on the applicant's date of birth in the sixth year after issuance.

(3) The fees for driver/nondriver license renewals that are staggered from July 1, 2000 through June 30, 2003, are as follows:

- (A) Class A, B or C three (3)-year renewal is twenty dollars (\$20);
- (B) Class A, B or C six (6)-year renewal is forty dollars (\$40);
- (C) Class E three (3)-year renewal is fifteen dollars (\$15);
- (D) Class E six (6)-year renewal is thirty dollars (\$30);
- (E) Class F or M three (3)-year renewal is seven dollars and fifty cents (\$7.50);
- (F) Class F or M six (6)-year renewal is fifteen dollars (\$15);
- (G) Nondriver license three (3)-year renewal is three dollars (\$3); and
- (H) Nondriver license six (6)-year renewal is six dollars (\$6).

*AUTHORITY: section 302.177, RSMo Supp. 1999.\* Original rule filed March 27, 2000, effective Sept. 30, 2000.*

*\*Original authority: 302.177, RSMo 1951, amended 1955, 1965, 1971, 1984, 1989.*

**12 CSR 10-24.452 Highway Sign Recognition Test**

*PURPOSE: This rule establishes the passing score for the highway sign recognition test as outlined in section 302.173, RSMo.*

(1) The director shall require any person applying for a new or renewal driver license to submit to an examination that tests his/her ability to understand highway signs regulating, warning or directing traffic.

(2) The person shall be presented with six (6) highway signs and must successfully identify four (4) out of the six (6) signs to pass the examination.

*AUTHORITY: section 302.173, RSMo Supp. 1999.\* Original rule filed March 27, 2000, effective Sept. 30, 2000.*

*\*Original authority: 302.173, RSMo 1951, amended 1965, 1971, 1983, 1987, 1989, 1995.*

**12 CSR 10-24.460 Driver's Privacy Protection Act**

*PURPOSE: This rule defines express consent and opt-in pursuant to the Federal Driver's Privacy Protection Act, section 2721(b)(11) and 2721(b)(12) of Title 18 of the United States Code and as amended by Public Law 106-69, section 350.*

(1) A record holder is deemed to have given express consent to release his/her personal information when the Department of Revenue receives a written request from the record holder for the release of this information to another party. The Department of Revenue shall require express consent from the record holder each time a request for the record holder's personal information is submitted from another party who is not exempt under the provisions of sections 32.090 and 32.091, RSMo.

*AUTHORITY: section 32.091, RSMo Supp. 1999.\* Original rule filed May 31, 2000, effective Dec. 30, 2000.*

*\*Original authority: 32.091, RSMo 1997.*