

## Substance Awareness Traffic Offender Program (SATOP) Completion Checklist Out-of-State Resident Requirements

- Obtain a copy of the SATOP Comparable Program Completion Form. The form can be found online at: <https://dmh.mo.gov/docs/ada/satop/comparableform.pdf>
- Obtain a drug and alcohol screening/assessment after the date of your offense from a state certified or nationally accredited agency. Follow the recommendations by the assessor. A list of agency's in your area to contact for a screening/assessment listed by state can be found at: <https://dmh.mo.gov/ada/satop/usaomu.html> . If you have already completed a drug and alcohol education/treatment program or a state/federal corrections treatment program since your offense, it may count toward the program requirement.
- Based on the drug and alcohol screening/assessment, complete the assessor's recommendation at a state certified or nationally accredited agency. The recommendation by the assessor must be drug and alcohol education or treatment. You must successfully complete the recommended education/treatment prior to sending in documentation to be processed. If the assessor determines that education or treatment is not needed you still must meet the minimum requirement of the state of Missouri (10 hours of drug and alcohol education). Online programs are **not** accepted.
- Fill out section I of the SATOP Comparable Program Form and have the education/treatment agency fill out sections IIA, III, and IV of the form.
- Upon completion of a program (education/treatment), send in a completed copy of the SATOP Comparable Program Completion Form along with a **signed money order** in the amount of \$249.00 (supplemental fee) payable to the **Mental Health Earning Fund**. The fee is a requirement per state statute (RSMo 302.540). Mail the following;
  - Comparable Program Completion Form;
  - Supplemental Fee;
  - Documentation of program completion; to the following:

### **Mailing Address:**

**The Missouri Department of Mental Health-SATOP  
PO Box 596  
Jefferson City, MO 65102-0596**

Allow 1-2 weeks for processing of your comparable completion once information is received by our office. Once the documentation is approved and processed your completion information will be sent electronically to the Missouri Department of Revenue (DOR) to remove the SATOP requirement on your record. Contact the DOR to check on any additional requirements regarding the reinstatement of your driving privilege. Phone: (573) 751-4833. You will also receive a copy of a SATOP Completion Form in the mail.