



If you are charged with a traffic offense under the Transportation Code, you may request on or before the appearance date stated on your citation, either at the Clerk's Office or by mail, to take a Driving Safety Course. At the time of the request you must do the following:

1. plead Guilty or No Contest;
2. present a valid Class "C" Texas Driver's License or present proof you are a member, or spouse or dependent child of a member of the United States military forces serving on active duty;
3. present proof of Insurance that meet the Texas limits of liability;
4. pay the applicable State Costs, and Administrative Fee (\$144.00). (ALL COSTS AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE);

You are not eligible to request a DSC if you:

1. do not have a valid Class "C" Texas Driver's License
2. do not have current proof of Insurance that meet the Texas limits of liability
3. have taken a driver's safety course within the last 12 months for dismissal of another citation or are in the process of taking a driver's safety course for another traffic violation and said course is not yet reflected on my driving record
4. have or had a commercial driver's license at the time of the offense
5. were cited in a construction zone while workers were present
6. have been charged with speeding 25 MPH or more over the posted speed limit

By your appearance date, mail in or bring into the Municipal Clerk the above stated first 4 items, and upon approval, the Court will grant you permission to take the course. If applying by mail, please wait until you have received permission from the Court before you take the course. You will have 90 days in which to complete and submit a defensive driving course certificate and also to order a certified copy of your driving record (Form 3A) from DPS. Upon successful completion and returning of your documents to the Court, your citation will be dismissed. The course completion certificate and certified driving record MUST be returned to the Court on or before the 90th day to have your citation dismissed.

**Please note, if you have passed your appearance date noted on your citation you will not be eligible for a Driving Safety Course.**

