

DRIVING SAFETY COURSE REQUEST
MAIL TO: Portland Municipal Court, 1900 Billy G. Webb Dr., Portland, Texas 78374

Name: _____ Citation Number: _____

I hereby enter my appearance, waive my right to a jury trial, enter a plea of **No Contest** and request to take a driving safety course. I have not completed a driving safety course within 12 months preceding this violation.

I understand that I must present to the court the following with this request:

- 1) A valid Texas Driver's license or permit; **Submit copy**
- 2) Proof of financial responsibility (vehicle insurance); **Submit copy**
- 3) Pay court costs and administrative fee of \$144.00 OR \$169.00 if the offense occurred in a school zone. **Submit payment with request**

****Do NOT do anything until the court approves this request and you receive the instruction letter. If you have taken defensive driving prior to receiving the approval letter from the court, you will need to appear before the judge. (NO ACCEPTIONS) ****

****Any incomplete request will be rejected by the court. It is the responsibility of the defendant to make contact with the court to make sure the request was received. ****

I understand that upon receiving my approval from the court the following will need to be submitted on or before the 90th day ending my probationary period I must:

- 1) Complete a driving safety course approved by the Texas Department of Licensing and Regulation - <http://www.tdlr.texas.gov/driver/drivercourseproviders.htm> or if operating a motorcycle, a motorcycle operator's training course approved by the Texas Department of Public Safety (DPS) within 90 days;
- 2) Submit by the 90th day a uniform certificate of course completion of the driving safety course or motorcycle operator course;
- 3) Submit by the 90th day a 3A certified copy of my driver's record from DPS;

I understand that:

- 1) If I comply with the orders listed above, the charge against me will be dismissed and the court will report to DPS the completion date of the driving safety course for inclusion on my driving record;
- 2) If I fail to comply with any or all orders, the court will require my appearance at a show cause hearing, and the maximum fine may be assessed. Failure to appear or pay the fine will result in a warrant being issued.

Mailing Address: _____

Phone #: (____) _____

A F F I D A V I T

I _____ DO SOLEMNLY SWEAR AND STATE UNDER OATH THAT: I am not in the process of taking a driving safety course under Section 45.0511, Code of Criminal Procedure, nor have I completed a course under that section that is not yet reflected on my driver's record as maintained by the Texas Department of Public Safety.

Defendant's Signature

Sworn to and subscribed before me, the undersigned authority on the _____ day of _____, 20____.

(Notary seal)

Notary Public for the State of Texas