

## **Instruction for Requesting Driving Safety Class For Traffic Ticket Dismissal by Mail**

### **To Request Defensive Driving:**

- ✓ Fill out the request form by circling a plea (Guilty or No Contest).
- ✓ Sign and date the line that says Defendant's Signature.
- ✓ The bottom portion (Affidavit) must be signed in front of a Notary Public in and for the State of Texas.
- ✓ You must mail back to the court a photo copy of your **Driver's License** and your **current auto insurance card**, completed request form (signed before a notary), and a money order in the amount of \$112.00 **or** \$137.00 for offenses committed in a school zone by your court date.

### **After You've Submitted Your Request:**

- ✓ You must obtain your Certified Driving Record (**record: 3A**) from the Texas Department of Public Safety. You must complete a DR-1 form available at [texas.gov](http://texas.gov) or you can request your driving record directly from their website.
- ✓ Complete an approved course for the state of Texas.
- ✓ You must return to the court your signed Certificate of Course Completion and your Certified Driving Record within 90 days of your court date.

**\*\*\*Failure to complete all requirements within the 90-day period will result in the forfeiting of the money paid to request defensive driving and the original fine will be assessed!**

**NO EXTENSIONS ARE GRANTED  
FOR COMPLETION OF COURSE**

Municipal Court, 212 Main St., Lake Dallas, Texas 75065  
Phone # 940.497.2227 Ext. 119  
8:30am to 5:00pm

**DRIVE CAREFULLY AND FRIENDLY**

**\*\*\*REQUEST YOUR DRIVING RECORD IMMEDIATELY!!!**

**\*\*\*DO NOT WAIT FOR DRIVING RECORD TO ENROLL AND COMPLETE  
THE DEFENSIVE DRIVING COURSE**