

# HOW TO REQUEST A DRIVING SAFETY COURSE (DSC) BY MAIL OR IN PERSON PRIOR TO YOUR COURT DATE

## Are you Eligible to take a DSC?

- ☐ Were you speeding 25 or more miles over the speed limit in a regular zone?
- ☐ Were you speeding 15 miles over the speed limit in a school zone?

**If you answered yes to either of the above questions you must appear before the Judge to request DSC.**

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- ☐ Do you have a Commercial Driver's License?
- ☐ Have you taken a DSC within the past 12 months?

**If you answered yes to either of the above questions you are NOT eligible for DSC.**

## What do I need to provide the court in order to make my request for DSC?

- ☐ \$144.00 fee **OR** \$169.00 fee for offenses in school zone
- ☐ Valid copy of your **Texas** Drivers License.
- ☐ Valid copy of your automobile insurance card with your name listed on the policy.
- ☐ Print and complete the request form below.

**DO NOT take the Driving Safety Course prior to Judge's approval.**

**This form must be notarized by notary OR notarized in person by a Westlake Municipal Court Clerk.**

**Upon approval**, from the Judge, you will be required to pay for the cost of the class and the cost of obtaining your driving record from the State of Texas. You will also be required to return all of these items to the court with an affidavit stating you have not completed defensive driving during the previous 12 months.

Citation No: \_\_\_\_\_

I, \_\_\_\_\_ wish to enter a plea of \_\_\_\_\_ Guilty \_\_\_\_\_ No Contest, waive my right to a jury trial and request a 90 day extension to complete a Driving Safety Course. I understand this plea enters a guilty judgment, which will be removed by submitting the certificate of completion and a certified copy of my driving record as maintained by the Texas Department of Public Safety. **I ALSO UNDERSTAND THAT MY FAILURE TO FINISH THE COURSE BY THE REQUIRED DATE AND SUBMIT THE COMPLETION CERTIFICATE AND DRIVING RECORD WILL RESULT IN ASSESSMENT OF THE REMAINING FINE AMOUNT AND A CONVICTION ON MY DRIVING RECORD.**

### **Mailing Address**

### **Daytime phone #**

- The required items (shown in the above, right-hand box) must be submitted prior to your initial appearance date **OR** you **must** speak with the Judge on your scheduled court date and time.
- **Late or incomplete requests** will be returned to the defendant.
- **Approved requests** will be mailed an information packet with additional instructions within 2-3 weeks of receipt by the court. If you do not receive this packet contact the office.

**ACCORDING TO STATE LAW: NO EXTENSIONS CAN BE GIVEN TO COMPLETE THE CLASS**

**Signature**

**Date**

Notary Seal:

Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public in and for the State of Texas



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