

# Defensive Driving Checklist

## PLEASE READ CAREFULLY

- \_\_\_\_\_ 1. Certified Copy of Driving Record (TYPE 3A/Acceptable for DDC Course)  
(Excludes Non-Texas DL Holders serving on Active Duty in the Military Forces, Spouse or Children)
  - To obtain on line visit <https://txapps.texas.gov/tolapp/txldrcdr/TXDPSLicenseeManager>. – Fee \$12.00
  - To obtain by mail, complete and mail the attached form to the Department of Public Safety – Fee \$10.00
  - Driving records are no longer available in person at the DPS office. It may take 4-6 weeks for the Texas Department of Public Safety to process your request by mail.
  - Upon receipt from DPS, submit **ALL** pages of the original certified Driving Record to the Court. (Including “End of Record” page)
  - In the event a Certified Abstract is required, visit <https://txapps.texas.gov/tolapp/txldrcdr/TXDPSLicenseeManager> for more information.
- \_\_\_\_\_ 2. Texas Department of Licensing and Regulation approved 6-hour Driver’s Safety Course.
  - Child Safety Violations require a specialized Safety Seat System Course.
  - A violation involving a motorcycle requires a Motorcycle Operator Training Course. The course must be a course from the motorcycle operator training and safety program approved by DPS. Go to <http://dps.texas.gov/msb/traininglocations>.
  - Certificate should reflect **Williamson County JP #3** as the name of the Court.
  - Certificates are not issued the same day of completion; therefore, it is suggested that you take the course within 30 days after approval from the Court.
  - Upon receipt, **SIGN** the original court copy of the Driver’s Safety Certificate.
  - Certificate must reflect course taken is for a ticket dismissal.
- \_\_\_\_\_ 3. Submit to the Court within 90 days of Judgment the following documents:
  - The **Original Signed Court Copy** of the Driver’s Safety Certificate.
  - The original Certified Driving Record, include **ALL** pages.  
(Including “End of Record” page) (Excludes Non-Texas DL Holders serving on Active Duty in the Military Forces, Spouse or Children)

Failure to comply with the requirements of Defensive Driving will result in further Court proceedings.

