



## **DRIVER'S SAFETY COURSE APPLICATION (DSC)**

**(MUST BE RECEIVED ON OR BEFORE YOUR INITIAL APPEARANCE DATE ON YOUR CITATION)**

**Please initial and complete the ENTIRE form below:**

\_\_\_\_\_ I hereby enter my appearance, and waive my right to a jury trial, and enter a plea of No Contest;

\_\_\_\_\_ I was not charged with speeding in excess of 24 mph over the posted speed limit and I have confirmed my offense is eligible with the Roanoke Municipal Court: 817-491-0813;

\_\_\_\_\_ I am submitting a photocopy of my valid Texas Driver's License AND proof of financial responsibility in my name, that is valid on the date of this request;

\_\_\_\_\_ I have confirmed the amount due with the Roanoke Municipal Court: 817-491-0813; and I am enclosing the total amount along with my application;

\_\_\_\_\_ I am not currently in the process nor have I completed a DSC within the 12 months preceding the date of my citation;

\_\_\_\_\_ I agree to complete a DSC and present to the court, NO LATER THAN 90 DAYS from the date that my request is approved, a certified copy of my driving record from the DPS, AND the "COURT" copy of the DSC certificate;

\_\_\_\_\_ I understand that my failure to fully comply with these requirements may result in a conviction to my driving record as required by law, and possibly incur additional fees.

---

## **DRIVER'S SAFETY COURSE REQUEST**

**I WISH TO ENTER A PLEA OF:**      **GUILTY**\_\_\_\_\_      **NO CONTEST**\_\_\_\_\_

I do hereby enter my appearance, waive my right to a jury trial, and request a 90 day extension to complete a Driver's Safety Course. I also agree to submit the fee ordered by the Court along with this application. I understand that this plea enters a guilty judgment, and this judgment will be removed upon submitting proof of completion of the course and submission of a certified copy of my motor vehicle driving record from the Texas Department of Public Safety. **I FURTHER UNDERSTAND THAT FAILURE TO COMPLY WILL RESULT IN ASSESSMENT OF THE FINE AND A CONVICTION REPORTED TO MY DRIVING RECORD.**

---

## **AFFIDAVIT OF ELIGIBILITY**

Before me, the undersigned authority personally appeared the above named defendant, known to me to be the person whose name is described hereto, who after being duly sworn upon his or her oath stated that the following statements are true:

I, the defendant, state under oath that on the date of my request for a driving safety course in the below numbered cause that I was not taking such a course nor had I completed one within the 12 months preceding the date of my current offense that is not shown on my driving record as maintained by the Texas Department of Public Safety (or as maintained by the state that issued my driver's license-active military duty personnel only.)

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Current Address, City, State, Zip Code

\_\_\_\_\_  
Phone

Sworn to and subscribed before me, the undersigned authority on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Notary Public

**WARNING: FULL PAYMENT & THE COMPLETED FORM MUST BE RECEIVED IN THE COURT OFFICE ON OR BEFORE YOUR INITIAL APPEARANCE DATE ON YOUR CITATION!**

**LATE OR INCOMPLETE REQUESTS WILL BE REJECTED!**

**ROANOKE MUNICIPAL COURT  
609 DALLAS DRIVE, ROANOKE, TX 76262  
817-491-0813**

## **DRIVER'S SAFETY COURSE CHECKLIST**

**Required items to submit with my request:**

- ✓ **Copy of your valid Texas Drivers license**
- ✓ **Copy of your financial proof of responsibility in your name (auto insurance)**
- ✓ **The required Court fee – Contact the Court to verify the amount due**
- ✓ **Completed Application to the Court for Driving Safety Course (p.1)**

**Once the Court processes your request and you are approved, we will mail an Approved Court Order to you with your Date of completion and other important information.**

### **1. Driving Safety Course:**

**Once approved by the Court, you will have 90 days to complete a Texas State approved Driving Safety Course, the Court can NOT recommend a specific Driving Safety course. You may choose to complete this course in person or online.**

**Certificate of Completion must meet the following criteria:**

- **An original COURT COPY, signed by you;**
- **Must include the Court name : Roanoke Municipal Court**
- **Must reflect a completion date on or before the due date on your Approved Court Order.**

### **2. Ordering your Texas Driving Record:**

**You may either mail the application on the court website titled “Application for Driving Record” or go online to:**

<https://txapps.texas.gov/tolapp/txldrctr/TXDPSLicenseeManager>

**\*Allow yourself 2 weeks to obtain all paperwork (Driving Safety Course completion certificate and your Texas Driving Record)**

**NOTICE: If you fail to present proof of completion of the driving safety course by the date on your Court Order along with the certified copy of your driving record, the Court will require your appearance at a Show Cause Hearing.**

**If you fail to appear at the Show Cause Hearing, the Court will impose the fine and enter a Judgment of Conviction and issue a warrant of arrest.**