

DRIVER SAFETY COURSE INSTRUCTIONS – PROSPER MUNICIPAL COURT (972) 347-3020

YOU MUST MEET THE QUALIFICATIONS TO REQUEST TO TAKE A DRIVER SAFETY COURSE WHICH KEEPS A MOVING VIOLATION FROM BEING REPORTED TO THE DEPARTMENT OF PUBLIC SAFETY AND YOU MUST BE APPROVED BY THE COURT PRIOR TO TAKING THE COURSE.

YOU MAY REQUEST TO TAKE A DRIVER SAFETY COURSE (IF YOU ARE ELIGIBLE) BY MAIL OR IN PERSON.

IN PERSON:

(ALL FORMS WILL BE PROVIDED AT THE COURT OFFICE)

PROSPER MUNICIPAL COURT – TOWN HALL

250 W. FIRST STREET

PROSPER, TX 75078

PLEASE BRING THE REQUIRED DOCUMENTS AND BE PREPARED TO PAY YOUR FEE

BY MAIL:

SEND THE APPLICATION, REQUIRED DOCUMENTS AND PAYMENT TO:

PROSPER MUNICIPAL COURT

PO BOX 307

PROSPER, TX 75078

(IF YOU MAKE YOUR REQUEST BY MAIL, A REPLY WILL BE SENT TO YOU BY MAIL WITHIN 10 BUSINESS DAYS. YOU MAY CONTACT THE COURT TO VERIFY THAT YOUR REQUEST WAS RECEIVED)

FEE DUE TO COURT AT TIME OF REQUEST IS CURRENTLY:

- \$144.00 IF VIOLATION IS NOT IN A SCHOOL ZONE
- \$169.00 IF VIOLATION IS IN A SCHOOL ZONE

ELIGIBILITY & QUALIFICATIONS ARE LISTED ON THE NEXT PAGE

YOU MAY BE ELIGIBLE TO ATTEND A DRIVER SAFETY COURSE OR A MOTORCYCLE OPERATOR-TRAINING COURSE FOR DISMISSAL OF ONE TRAFFIC OFFENSE CHARGED ON YOUR CITATION.
TO BE ELIGIBLE YOU MUST:

- HAVE NOT COMPLETED A COURSE WITHIN THE 12 MONTHS PRECEDING THE DATE OF THE CITATION
- NOT CURRENTLY TAKING A COURSE FOR ANOTHER CITATION
- HAVE NOT BEEN CHARGED WITH SPEEDING 25 MILES OVER THE POSTED SPEED LIMIT
- NOT CHARGED WITH DRIVING MORE THAN 90 MPH
- HAVE NOT BEEN CHARGED WITH A TRAFFIC OFFENSE IN A CONSTRUCTION ZONE
- HAVE NOT BEEN INVOLVED IN ACCIDENT AT THE TIME THE CITATION WAS ISSUED
- MUST HAVE A VALID TEXAS DRIVERS LICENSE (NOT HOLD A COMMERCIAL DRIVERS LICENSE)
- MUST BE ABLE TO PROVIDE PROOF OF BEING LISTED ON A CURRENT TEXAS LIABILITY INSURANCE POLICY
- YOU MUST BE APPROVED BY THE COURT PRIOR TO TAKING THE COURSE

IF YOU ARE UNDER THE AGE OF 17, YOU CANNOT REQUEST TO TAKE A DRIVER SAFETY COURSE WITHOUT MAKING A COURT APPEARANCE BEFORE A JUDGE, PLEASE SEE THE INFORMATION ON YOUR CITATION UNDER "JUVENILE CITATION"

IF YOU QUALIFY TO REQUEST TO TAKE A DRIVER SAFETY COURSE:

YOU MAY COME TO THE COURT OFFICE IN PERSON ON OR BEFORE YOUR APPEARANCE DATE LISTED ON YOUR CITATION

OR

YOU MAY MAKE YOUR REQUEST BY MAIL (MUST BE RECEIVED BY THE COURT ON OR BEFORE YOUR APPEARANCE DATE LISTED ON YOUR CITATION)

IN PERSON REQUIREMENTS	BY MAIL REQUIREMENTS - APPLICATION
BRING VALID TEXAS DRIVERS LICENSE	PROVIDE COPY OF VALID TEXAS DRIVERS LICENSE
BRING PROOF OF CURRENT INSURANCE LISTING YOU AS AN INSURED DRIVER	PROVIDE A COPY OF CURRENT INSURANCE LISTING YOU AS AN INSURED DRIVER
BRING PAYMENT (CALL THE COURT TO VERIFY AMOUNT 972-347-3020)	PROVIDE PAYMENT WITH APPLICATION (CALL THE COURT TO VERIFY AMOUNT 972-347-3020)
PAYMENT CAN BE MADE: YOUR PERSONAL CHECK, MONEY ORDER, CASHIER CHECK OR CREDIT CARD (2.19% PROCESSING FEE)	PAYMENT CAN BE MAILED WITH NOTARIZED APPLICATION: YOUR PERSONAL CHECK, MONEY ORDER OR CASHIER CHECK. NO CREDIT CARD PAYMENT CAN BE ACCEPTED WITH MAILED IN APPLICATIONS
YOU WILL RECEIVE INSTRUCTIONS ON WHERE YOU CAN FIND COURSES AND WHAT MUST BE SUBMITTED TO THE COURT ONCE THE COURSE IS COMPLETED	YOU WILL RECEIVE INSTRUCTIONS ON WHERE YOU CAN FIND COURSES AND WHAT MUST BE SUBMITTED TO THE COURT ONCE THE COURSE IS COMPLETED
	INCOMPLETE REQUESTS WILL BE DENIED

PLEASE CALL THE COURT CLERK'S OFFICE TO VERIFY ELIGIBILITY AND PAYMENT AMOUNT IF YOU HAVE QUESTIONS AT 972-347-3020

**APPLICATION TO SUBMIT BY MAIL IS
ON NEXT PAGE**

STATE OF TEXAS

§

CITATION OR CASE NUMBER:

VS

§

§

OFFENSE DATE:

Defendant *(print your name)*

For the offense of

(print the offense as listed on the citation)

I enter my appearance by mail or in person and waive my right to trial by jury or trial by court. I understand that by entering a plea by mail, providing payment and required documents, my court appearance will be waived as long as accepted by the Municipal Court Judge. Failure to include required documents and payment will result in my request being rejected. I also understand that it is my responsibility to provide a current and valid address to the court at the time of this submittal.

I enter a No Contest plea and request to take a Driver Safety Course and state the following:

1. I am eligible to take a driver safety course
2. I have a valid Texas Drivers License (a copy is included)
3. I am listed on a current Texas Liability Insurance Policy (a copy is included)
4. I am not under the age of 17
5. I am able to pay the court costs of \$144.00 (non-school zone) or \$169.00 (violation in school zone) and that payment is included with this application
6. I understand that my request (application), required notarized documents and payment must be received by the court on or before my answer date on my citation.
7. THIS IS NOT MY APPROVAL. I WILL NOT TAKE THE COURSE OR REQUEST MY DRIVING RECORD BEFORE I AM APPROVED.

I understand that if I am approved or denied, I will be notified by the court within ten (10) business days of receipt of this application and required documents.

If I am approved, I will be required to do the following:

- A. Take a state approved six (6) hour driver safety course
- B. Submit the following documents together to the court within 90 days
 1. a signed course completion certificate
 2. a certified copy of my driving record (\$12.00 from DPS) to the court within 90 days along with course certificate
 3. If I fail to comply with these requirements, I will be summoned to appear in person to see the Municipal Court Judge and/or my case may become delinquent with additional fees due

I, the above named defendant, state under oath that I was not in the process of taking a driving safety course or motorcycle operator training course, as applicable, under Art. 45.0511, Code of Criminal Procedure, on the date the request to take the course was made and had not completed such a course that is not shown on my driver's record as maintained by the Texas Department of Public Safety within the 12 months preceding the date of the offense, or if active military I haven't taken a driving safety course within the 12 months preceding the date of the offense in any state.

I have read and understand my plea and understand that this plea and application must be received by the court on or before the answer date on my citation. I also understand that it is my responsibility to follow all instructions returned to me by the court regarding my request and that I may contact the court at 972-347-3020 if I have any questions.

Defendant Signature

Phone

Address

City/State/Zip

Email Address (not required): _____

Sworn and Subscribed before me, the undersigned authority on the _____ day of _____, 20_____.

Notary Public

**DO NOT TAKE THE COURSE, PAY ONLINE OR
REQUEST YOUR DRIVING RECORD UNTIL YOU
HAVE RECEIVED NOTICE FROM THE COURT
THAT YOUR APPLICATION / REQUEST HAS
BEEN APPROVED**