

NAME \_\_\_\_\_

MUNICIPAL COURT

D/L NUMBER \_\_\_\_\_

CITY OF RICHLAND HILLS

CITATION # \_\_\_\_\_

TARRANT COUNTY, TEXAS

OFFENSE \_\_\_\_\_

**REQUEST FOR DRIVING SAFETY COURSE**

I hereby enter a plea of **NO CONTEST** to the above referenced charge, and in lieu of paying the fine, I request permission to take a **DRIVING SAFETY COURSE** pursuant to the provisions of Chapter 45 of the Texas Code of Criminal Procedure.

- I have a valid Texas driver’s license, which is not a commercial driver’s license (copy attached).
- I have valid proof of financial responsibility (insurance).
- I am not in the process of taking a course under this provision, and I have not completed such a course that is not reflected on my driving record.
- My driving record maintained by the Texas Department of Public Safety does not indicate successful completion of a driving safety course within the twelve (12) months immediately preceding the date of the alleged offense. Should a check of my driving record reveal I have had the course within the last twelve (12) months, the fine will be due and payable, and a warrant may be issued for my arrest. To order your driving record visit [www.txdps.state.tx.us](http://www.txdps.state.tx.us), Form 3A.
- I understand that I must complete a driving safety course through any school approved by the Texas Education Agency.
- I agree to pay a fee of \$109.00, (school zone violation fee is \$134.00) which includes a \$10.00 administration fee plus court costs. **If your paperwork is not postmarked within 14 days of your ticket date a \$50.00 late fee will apply and must be included when submitting request.** If the wrong amount due is received, your paperwork will be returned. Enclose a money order made payable to Richland Hills Municipal Court, 3200 Diana Drive, Richland Hills, TX 76118.

**I understand that within ninety (90) days of today’s date I must return to the Court a signed Certification of Course Completion, a copy of my valid Texas driver license, a copy of my current insurance and a certified copy of my driving record obtain from the Texas DPS.**

I understand that my failure to comply with all of the above requirements may result in the issuance of a warrant for my arrest.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Date

Signed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY SIGNATURE

**KEEP A COPY OF THIS FORM FOR YOUR RECORDS**