

**City of Austin Municipal Court**  
**Driving Safety Request**

**Must be submitted/postmarked no later than the appearance date on your citation – see other requirements below. Not available to anyone with a commercial driver license or juvenile (16 or under).**

More information is available at [www.austintexas.gov/court](http://www.austintexas.gov/court).

Case or Citation Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Name (as shown on citation – please print): \_\_\_\_\_

\_\_\_\_\_ Address is correct as shown on the citation; OR

\_\_\_\_\_ Address has changed to (please print): \_\_\_\_\_

I hereby enter a plea of “no contest” to the violation of \_\_\_\_\_ (must be a traffic violation) and waive my right to a jury trial. I request that the Court allow me to complete a Driving Safety Course for this case. I understand that if I successfully complete the course and other terms as listed below in a timely manner, my case will be dismissed. If I do not successfully complete the terms of the Driving Safety, I will be mailed a notice to appear in court to show cause why I did not complete the terms. If cause is not sufficient, I understand that the Driving Safety will be revoked, a judgment of guilt entered, and the conviction will be reported to the Department of Public Safety to be placed on my driving record. I understand that I have 90 days to take the course and submit both the certificate of completion and a copy of my driving record to the court as indicated below.

I understand that I have **90 days** after the processing of this request by the court to submit to the court:

1. Take an approved driving safety course and submit the original “court copy” of the certificate;
2. Obtain a copy of your driving record (version 3 or 3A) from Texas Department of Public Safety.

Date request is processed may be seen online at [www.austintexas.gov/public](http://www.austintexas.gov/public).

**Affidavit for Driving Safety**

I SWEAR OR AFFIRM that I am not in the process of taking a Driver Safety Course or Motorcycle Operator's Training Course, if applicable, and that I have not completed a Driver Safety Course or Motorcycle Operator's Training Course, as applicable, to have a case in any court in the State of Texas dismissed and no such course will appear on my driving record has having been completed within the last **12 months** preceding the date of this offense.

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Defendant

\_\_\_\_\_  
Deputy Court Clerk

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_

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DO NOT TAKE A DRIVING SAFETY COURSE BEFORE SUBMITTING THE FOLLOWING TO THE AUSTIN MUNICIPAL COURT :

1. This document requesting to take a driving safety course (notarized **or** brought to one of our locations);
2. Proof of valid vehicle insurance policy or other form of financial responsibility;
3. Copy of valid **non-commercial** Texas driver license (unless in the military);
4. Check for \$113.00 or \$138.00 if the offense happened in a school zone.