

# 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 online 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.  
[www.tdlr.texas.gov](http://www.tdlr.texas.gov) Drivers Safety Course
- Child Safety Violations require a specialized Safety Seat System Course.
  - Safety Belt Violations require a specialized Safety Belt 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 <https://www.tdlr.texas.gov/mot/find-schools.htm>
  - 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)
- \*\*All paperwork can be emailed to: [jp3criminal2@wilco.org](mailto:jp3criminal2@wilco.org)\*\***

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

**NO EXTENSIONS APPROVED**

