



**CITY OF NAVASOTA MUNICIPAL COURT**

204 E. McAlpine St. / P.O. Box 910, Navasota, TX 77868

Phone: 936-825-6268 Fax: 936-825-7280

**DRIVING SAFETY COURSE (DSC) INSTRUCTIONS**

The Code of Criminal Procedure, Art. 45.0511 (q) states: “You may be able to required that this charge be dismissed by successfully completely a driving safety course or a motorcycle operator training course. You will lose that right if, on or before your appearance date, you do not provide the court with notice of your request to take the course.”

**You must request DSC (Driving Safety Course) or MOTC (Motorcycle Operators Training Course) as appropriate on or before your arraignment setting (first setting) or you will lose the right to elect it at a later time (It is too late to elect DSC/MOTC at trial).** Please allow 5 days from the date the citation was issued to make your request in person. A TELEPHONE CALL DOES NOT CONSTITUTE AN APPEARANCE AND WILL NOT PREVENT THE ISSUANCE OF A WARRANT. YOU MUST PLEA AND MAKE YOUR REQUEST IN PERSON OR IN WRITING.

You are **not eligible** to take **DSC/MOTC** if:

1. You hold a Commercial Driver’s License (CDL)
2. You have taken a Court ordered DSC for another citation within one year from this citation; (or)
3. You are charged with:
  - a) 95 miles per hour or more; or
  - b) Speeding 25 miles per hour or more over the posted speed limit;
  - c) Passing a school bus;
  - d) Committing a serious traffic violation;
  - e) Failing to stop and give information or rendering aid after an accident; or
  - f) Committing an offense in a construction zone when a worker was present.
4. You do not have a valid Texas Driver’s License

**DSC/MOTC FEES:**

ALL ELIGIBLE MOVING VIOLATIONS	<b>\$112.10</b>
ALL ELIGIBLE SCHOOL ZONE MOVING VIOLATIONS	<b>\$137.10</b>

You must mail or bring to the Court the following items:

1. Photocopy of your current auto liability policy;
2. Photocopy of your valid Texas Driver’s License;
3. DSC or MOTC fee payment, and
4. Completed and signed application (see instructions for mail requests)

**MAIL-** Send the above listed documents and a cashier’s check or money order payable to: City of Navasota Municipal Court. Do not send cash or personal checks. For your protection, keep copies of all documents mailed to the Court, and send all requests via certified mail.

**IN PERSON-** You may apply for DSC/MOTC on or before your scheduled court date and time at City of Navasota Municipal Court, 204 E. McAlpine Street, 8:00 a.m. to 9:00 a.m., Monday – Friday.

**IF YOUR DSC/MOTC REQUEST IS POSTMARKED ON OR BEFORE YOUR COURT DATE, YOU DO NOT HAVE TO APPEAR IN COURT.**

Upon approval of your request, you will have 90 days to:

1. Complete a DSC or, if the offense was committed while operating a motorcycle, a MOTC;
2. Order a certified copy of your driving record from Texas Department of Public Safety;
3. Submit your certificate of completion of the course (court’s copy), the certified copy of your driving record, and a signed and notarized DSC affidavit to the court. If you deliver in person, the clerk will certify the affidavit.

**If you fail to comply with any of the above-stated requirements, you will have a conviction on your driving record, and you will be required to pay the judgment amount. Failure to pay judgment will result in a warrant of arrest being issued.**



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**NOTE THAT THIS REQUEST MUST BE RECEIVED OR POSTMARKED ON OR BEFORE YOUR APPEARANCE DATE, OR YOU WILL LOSE YOUR RIGHT TO REQUEST DEFENSIVE DRIVING FOR DISMISSAL OF YOUR CITATION.**

**DRIVING SAFETY COURSE APPLICATION**

CAUSE # \_\_\_\_\_

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

OFFENSE: \_\_\_\_\_

State of Texas vs. \_\_\_\_\_  
(PRINT FULL NAME) (DOB)

ADDRESS: \_\_\_\_\_  
(INCLUDE APT #) (CITY) (STATE) (ZIP CODE)

PHONE: \_\_\_\_\_  
(HOME) (CELL)

TEXAS DRIVER'S LICENSE # \_\_\_\_\_

**I have read the Driving Safety Course instructions and I am eligible to take DSC or MOTC.**

I hereby enter appearance on the above named complaint;

**I understand that I** have the right to a jury trial. I hereby waive my right to a jury trial, and enter a plea of NO CONTENT, and request to take a driving safety course.

**I understand that I must:**

1. Present to the court a valid (non-commercial) Texas driver license (send a copy with this request).
2. Present to the court proof of financial responsibility (vehicle liability insurance) (send a copy with this request).
3. Not have completed a driving safety course within one year of the date of this citation.
4. A non-refundable **cashier's check or money order** made payable to the "City of Navasota Municipal Court" in the amount of **\$112.10** (or **\$137.10** if the offense is in a school zone) to the court. (send in with this request). **NO PERSONAL CHECKS**
5. Take a driving safety course approved by the Texas Education Agency (TEA) (or if operating a motorcycle, a motorcycle operator's training course approved by the Department of Public Safety) (DPS).
6. Present to the court the "court" copy of the completion certificate form a TEA approved driving safety course (or DPS approved motorcycle course) within 90 days of this request.
7. Present to the court a certified copy (type 3A) of my driver record from the DPS within 90 days of this request.
8. Promptly report any change of address to the court.

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

\_\_\_\_\_  
Today's Date

The Court will accept your plea and request to complete a driving safety course and will enter a judgment finding you guilty and assess a fine and court costs, but will defer imposition of the judgment and allow you 90 days to complete a driving safety course. Terms and conditions of defensive driving will be mailed to you at the address you listed above.

**PLEASE NOTE:** Failure to properly complete, notarize, and mail or hand deliver this form with your payment on or before your appearance date, will result in your request being denied and Judgment (conviction) being entered against you.



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**DRIVING SAFETY COURSE AFFIDAVIT**

NAME: \_\_\_\_\_ Case Number: \_\_\_\_\_  
(PRINT FULL NAME)

Texas Driver's License: \_\_\_\_\_

**To The Honorable Court:**

Attached please find,

The Certificate of Completion (Court's copy)

My certified copy of my Texas Driving Record which indicates that I had not completed an approved Driving Safety Course Or Motorcycle Operators Training Course, as applicable, within 12 months preceding the date of this offense.

**(Not required for Active Duty Military personnel.)**

I further swear or affirm I was not taking a Driving Safety Course or Motorcycle Operators Training Course, as applicable, under Article 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 within the 12 months preceding the date of the offense in this State or any other State.

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

Sworn to and subscribed before me, the undersigned authority on

\_\_\_\_\_  
Today's Date

(SEAL)

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

\_\_\_\_\_  
My commission Expires

**OR** \_\_\_\_\_  
Municipal Court Clerk  
City of Navasota Municipal Court

**PLEASE NOTE:** Failure to properly complete, notarize, and mail or hand deliver this form with your payment on or before your appearance date, will result in your request being denied and Judgment (conviction) being entered against you.