

# 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 on line visit [www.texas.online.state.tx.us](http://www.texas.online.state.tx.us) – 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 [www.texasonline.state.tx.us](http://www.texasonline.state.tx.us) for more information.

### 2. Texas Education Agency approved 6-hour Driver’s Safety Course

- A violation involving a motorcycle requires a Motorcycle Operator Training course.
- Certificate should reflect **BURNET COUNTY JP#2** 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 with 90 days 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)

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