

## **INSTRUCTIONS FOR DRIVING SAFETY COURSE**

1. READ, SIGN, AND HAVE NOTARIZED AN AFFIDAVIT FOR A DRIVING SAFETY COURSE GIVEN TO YOU BY THE COURT.
2. SUBMIT YOUR REQUEST TO DPS (DEPARTMENT OF PUBLIC SAFETY) FOR A CERTIFIED COPY OF YOUR DRIVING RECORD FOR THE LAST 12 MONTHS TO THREE YEARS. A REQUEST MUST BE MADE IN WRITING BY COMPLETING THE ATTACHED FORM.
3. COMPLETE A TEXAS STATE CERTIFIED DRIVING SAFETY COURSE. EXPECT A 2 TO 4 WEEK TIME FRAME TO RECEIVE YOUR CLASS CERTIFICATE FROM THE COURSE PROVIDER. FOR CLASSES AVAILABLE GO TO <http://ritter.tea.state.tx.us/drive/index.html>

ALL REQUIRED DOCUMENTS ARE DUE BY THE 90<sup>TH</sup> DAY AFTER PAYMENT OF FEES HAVE BEEN RECEIVED BY THE COURT. DOCUMENTS MAY BE SUBMITTED UPON COMPLETION OF ALL REQUIREMENTS ANYTIME BEFORE THE 90<sup>TH</sup> DAY.

**IF THESE DOCUMENTS ARE NOT SUBMITTED WITHIN THE 90 DAY PERIOD, THE CASE WILL BE SET ON A SHOWCAUSE DOCKET.** A SHOWCAUSE DOCKET REQUIRES THE DEFENDANT TO APPEAR AND GIVE THE COURT REASONS AS TO WHY THE COURT'S ORDERS WERE NOT FOLLOWED AS DIRECTED. THE COURT WILL DECIDE AT THE SHOWCAUSE HEARING THE AMOUNT TO BE PAID FOR NON COMPLIANCE. IF THE DEFENDANT DOES NOT APPEAR FOR THE HEARING THEN A WARRANT WILL BE ISSUED BY THE COURT.

### **REQUIRED DOCUMENTS WITHIN 90 DAYS:**

- A.) NOTARIZED AFFIDAVIT FOR DRIVING SAFETY COURSE;
- B.) CERTIFIED DRIVING RECORD FROM THE DEPARTMENT OF PUBLIC SAFETY;
- C.) SIGNED COPY OF A CLASS CERTIFICATION CERTIFIED IN THE STATE OF TEXAS.

**ARGYLE MUNICIPAL COURT  
506 N. HWY 377  
P.O. BOX 609  
ARGYLE TEXAS 76226**



Important Instructions - Read Carefully

The Texas Department of Public Safety may disclose personal information to a requestor without written consent of the DL/ID holder, on proof of their identity and a certification by the requestor that the use of the personal information is authorized under state and federal law and that the information will be used only for the purpose stated and in complete compliance with state and federal law.

You must meet one or more of the following exceptions if you do not have written consent of the DL/ID holder to be entitled to receive personal information on the above named individual. Please *initial* each category that applies to the requested driver record.

- \_\_\_\_\_ 1. For use in connection with any matter of (a) motor vehicle or motor vehicle operator safety; (b) motor vehicle theft; (c) motor vehicle emissions; (d) motor vehicle product alterations, recalls, or advisories; (e) performance monitoring of motor vehicles or motor vehicle dealers by a motor vehicle manufacturer; or (f) removal of nonowner records from the original owner records of a motor vehicle manufacturer to carry out the purposes of the Automobile Information Disclosure Act, the Anti Car Theft Act of 1992, the Clean Air Act, and any other statute or regulation enacted or adopted under or in relation to a law included in the above.
- \_\_\_\_\_ 2. For use by a government agency in carrying out its functions or a private entity acting on behalf of a government agency in carrying out its functions.
- \_\_\_\_\_ 3. For use in connection with a matter of (a) motor vehicle or motor vehicle operator safety; (b) motor vehicle theft; (c) motor vehicle product alterations, recalls, or advisories; (d) performance monitoring of motor vehicles, motor vehicle parts, or motor vehicle dealers; (e) motor vehicle market research activities, including survey research; or (f) removal of nonowner records from the original owner records of motor vehicle manufacturers.
- \_\_\_\_\_ 4. For use in the normal course of business by a legitimate business or an authorized agent of the business, but only to verify the accuracy of personal information submitted by the individual to the business or the authorized agent of the business and to obtain correct information if the submitted information is incorrect to prevent fraud by pursuing a legal remedy against, or recovering on a debt or security interest against the individual.
- \_\_\_\_\_ 5. For use in conjunction with a civil, criminal, administrative, or arbitral proceeding in any court or government agency or before any self regulatory body, including service of process, investigation in anticipation of litigation, execution or enforcement of a judgement or order, or under an order of any court.
- \_\_\_\_\_ 6. For use in research or in producing statistical reports, but only if the personal information is not published, redisclosed, or used to contact any individual.
- \_\_\_\_\_ 7. For use by an insurer or insurance support organization, or by a self insured entity, or an authorized agent of the entity, in connection with claims investigation activities, antifraud activities, rating or underwriting.
- \_\_\_\_\_ 8. For use in providing notice to an owner of a towed or impounded vehicle.
- \_\_\_\_\_ 9. For use by a licensed private investigator agency or licensed security service for a purpose permitted as stated on this page.
- \_\_\_\_\_ 10. For use by an employer or an authorized agent or insurer of the employer to obtain or verify information relating to a holder of a commercial driver license that is required under 49 U.S.C. Chapter 313.
- \_\_\_\_\_ 11. For use in connection with the operating of a private toll transportation facility.
- \_\_\_\_\_ 12. For use by a consumer-reporting agency as defined by the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.) for a purpose permitted under the Act.
- \_\_\_\_\_ 13. For any other purpose specifically authorized by law that relates to the operation of a motor vehicle or to public safety.  
Please state specific statutory authority \_\_\_\_\_
- \_\_\_\_\_ 14. For use in the preventing, detecting, or protecting against identity theft or other acts of fraud. The Department prior to release of personal information may require additional information.

This form is read by machine. Please print the numbers and letters as shown below:



1 2 3 4 5 6 7 8 9 0

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z