



CITY OF PLANO MUNICIPAL COURT

900 East 15th Street

Plano, TX 75074

(972) 941-2199

court@plano.gov

Mailing Address: P.O. Box 860828, Plano, TX 75086-0828

DRIVING SAFETY COURSE CHECKLIST

(This document does not need to be returned to the court. It is for your benefit only)

1. Request and submit a **Type 3A** certified copy of your driving record from the Department of Public Safety in Austin, Texas. The driving record may be ordered online at <https://www.dps.texas.gov/section/driver-license/how-order-driver-record>.
 - a. The Department of Public Safety may restrict access to order your Type 3A driving record for various reasons, including if you hold a Limited Term Driver's License. If unable to order your Type 3A driving record online, instructions to order a driving record by mail are also included at the website above. Delivery by mail may take up to three weeks from the date your request is received by the Department of Public Safety.
2. Complete and submit a **signed** 'Court' copy of the Driving Safety Course certificate from a Texas Department of Licensing & Regulation (TDLR) certified course provider.
 - a. You are required to complete a **Texas State Certified driving safety course**. The Court cannot recommend a specific provider. A list of courses is available at www.tdlrapproved.com or you may search the internet for a TDLR approved provider that may offer a 6-hour course used for ticket dismissal.
 - b. The certificate must reflect course was completed for **Plano Municipal Court** in the 'Court Information' section.

The driving safety course certificate and the driving record must be submitted to the clerk's office on or before 90 calendar days from today's payment date.

NO EXTENSIONS WILL BE GRANTED

Documents may be submitted in person, by mail or by email. If you have any questions, please contact the Court Clerk's office at 972-941-2199.

**To submit documents via email, send to court@plano.gov
Email will need to include your name, date of birth and citation number**