

**REQUEST TO TAKE DRIVING SAFETY COURSE
(OPTION 3 on REPLY/PLEA FORM)**

To be eligible you **MUST** do **ALL** of the following:

1. Complete the **REPLY/PLEA FORM** (Section A, Check Box 3)
2. Complete the **REQUEST FORM FOR DRIVING SAFETY COURSE** (Section B)
3. Mail REPLY FORM with the Notarized REQUEST (Section B of REPLY form), Proof of Insurance, and Cashier's Check or Money Order for \$110, postmarked by your appearance date, to Honorable Billy Hefner, Justice of the Peace, Pct. 1, P.O. Box 783, Columbus, Texas 78934. To pay by credit card, you must contact Official Payments at 1-888-357-8394 or visit their website at www.officialpayments.com. Use Jurisdiction Code 6310.
4. Mail REQUEST FOR CERTIFIED COPY OF DRIVING RECORD (refer to Section C of REPLY FORM for further instructions) to the Texas Department of Public Safety along with the \$10.00 state fee.

NOTE: After obtaining your driving record from DPS you MUST remit the record to the court.

5. Make sure **ALL** information is typed or legibly printed. Re-check envelope to make sure all items are enclosed.

Print and Complete Option 3 on REPLY/PLEA FORM
The form is located under **“TRAFFIC VIOLATIONS”**