



## DRIVING SAFETY COURSE (DSC) INSTRUCTIONS

The Code of Criminal Procedure, Art. 45.0511(q) states: "You may be able to require that this charge be dismissed by successfully completing 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 a 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 10 days from the date the ticket was issued to make your request in person.

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

- 1) You hold a commercial Driver's License (CDL)
- 2) You have taken a Court ordered DSC for another ticket 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	\$110.00
SPEEDING IN A SCHOOL ZONE VIOLATIONS	\$135.00

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;
  - a. Moving violation: \$110.
  - b. School zone moving violation: \$135, and
- 4) Completed and signed application (see instructions for mail requests)

**MAIL** – Send the above listed documents and a personal check, cashier's check, or money order payable to: City of Houston Municipal Courts. Do not send cash. You may pay by MasterCard, Visa, Discover, or American Express. Complete the credit card form attached to the ticket, sign it, and mail it to the Municipal Courts. **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 **before** your scheduled court date and time at any of the following locations and times: (please wait 10 days after you are issued the citation)

- 1) **Municipal Courts**, 1400 Lubbock, 8 a.m. to 10 p.m., Monday – Friday;
- 2) **E.J. Stringfellow Command Station**, 8300 Mykawa Road, 8 a.m. to 5 p.m., Monday – Friday;
- 3) **Westside Command Station**, 3203 South Dairy Ashford, 8 a.m. to 5 p.m., Monday and Fridays, Tuesday – Thursday, 8 a.m. to 9 p.m.
- 4) **Kingwood Multi-Service Center**, 3915 Rustic Woods Drive, 8 a.m. to 5 p.m., **Wednesdays** only;
- 5) **HPD Clear Lake Sub-Station**, 2855 Bay Area Blvd., 8 a.m. to 5 p.m., **Thursdays** only;
- 6) **HPD North Command Station (Acres Homes)** 9455 West Montgomery Road, 8 a.m. to 5 p.m., Monday - Friday.

Locations #2 - #6 Closed 12 P.M. – 1 P.M.

ALL MAIL SHOULD BE ADDRESSED TO:  
 Municipal Courts, PO Box 4996, Houston, Texas 77210-4996  
 Include your current return address with all correspondence.  
 Write your court date, time and number on the bottom left corner of envelope  
**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 **MTOC**;
- 2) Order a certified copy of your driving record from Texas Department of Public Safety;
- 3) Submit your certificate or completion of the course (court's copy), the certified copy of your driving record, and a **signed and notarized** DSC affidavit to the court or the DSC window, at 1400 Lubbock. 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 \$150.00 judgment fine. Failure to pay this \$150.00 judgment amount will result in a warrant of arrest being issued.