

TEXAS DPS
APPLICATION FOR COPY OF DRIVER RECORD



MAIL TO: Texas Department of Public Safety, Box 149008, Austin, TX 78714-9008

DO NOT MAIL CASH. Mail check or money order payable to: Texas Department of Public Safety

Any questions regarding the information on this form should be directed to the Contact Center at 512-424-2600. Allow 2-3 weeks for delivery.

Check Type of Record Desired

FEE

- 1. Name - DOB - License Status - Latest Address. \$ 4.00
2. Name - DOB - License Status - 3 Year Record only lists Crashes/Moving Violations. \$ 6.00
2A. CERTIFIED version of #2. This Record is Not acceptable for a Defensive Driving Course (DDC). \$10.00
3. Name - DOB - License Status - Record of ALL Crashes/Violations. Furnished to Licensee ONLY. \$ 7.00
[X] 3A. CERTIFIED version of #3. Furnished to Licensee Only and is Acceptable for DDC. \$10.00
Other: (Original Application, DWLI, etc.) \$.00 (If Required)

Mail Driver Record To: (Please Print or Type)

Requestor's Last Name, Requestor's First Name, Street Address, Texas Driver License Number, City, State, Zip Code, Daytime Telephone Number (include area code)

If requesting on behalf of a business, organization, or other entity, please include the following:

Name of business, organization, entity, etc., Your Title or Affiliation with above, Type of business, organization, etc. (i.e., insurance provider, towing company, private investigation, firm, etc.)

Information Requested On:

Texas Driver License Number, Date of Birth (MM/DD/YYYY), Suffix (SR., JR., etc.), Last Name, First Name, Middle Name/Maiden Name

Individual's Written Consent For ONE TIME Release to Above Requestor

(Requestor, if you do not meet one of the exceptions listed on the back of this form, please be advised that without the written consent of the driver license/ID card holder, the record you receive will not include personal information.)

I, _____, hereby certify that I grant access on this one occasion to my Driver License/ID Card record, inclusive of the personal information (name, address, driver identification number, etc.) to _____

Signature of License/ID Card Holder or Parent/Legal Guardian

Date

State and Federal Law Requires Requestors to Agree to the Following:

In requesting and using this information, I acknowledge that this disclosure is subject to the federal Driver's Privacy Protection Act (18 U.S.C. Section 2721 et seq.) and Texas Transportation Code Chapter 730. False statements or representations to obtain personal information pertaining to any individual from the DPS could result in the denial to release any driver record information to myself and the entity for which I made the request. Further, I understand that if I receive personal information as a result of this request, it may only be used for the stated purpose and I may only resell or redisclose the information pursuant to Texas Transportation Code §730.013. Violations of that section may result in a criminal charge with the possibility of a \$25,000 fine.

I certify that I have read and agree with the above conditions and that the information provided by me in this request is true and correct. If I am requesting this driver record on behalf of an entity, I also certify that I am authorized by that entity to make this request on their behalf. I also acknowledge that failure to abide by the provisions of this agreement and any state and federal privacy law can subject me to both criminal and civil penalties.

Signature of Requestor

Date

If you are not requesting a copy of your own record or do not have the written consent of DL/ID holder, you must provide the information requested on the reverse.

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 of 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.

Below is an example of how numbers and letters should be written on front of this form:



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

DRIVERS SAFETY COURSE INFORMATION

DATE GRANTED

90 DAYS

**Certificate of Completion from Class
and Certified Driving Record Due**

This information packet explains what is required in order to have a traffic ticket dismissed through the completion of an approved driving safety course. It is your responsibility to thoroughly READ ALL OF THE INFORMATION contained in this packet.

DSC COURSE INFORMATION

It is your responsibility to make the necessary arrangements to enroll in and attend an approved Drivers Safety Course. The City of Amarillo does not make any recommendations with regard to where you take the course as long as the course is approved by the Texas Department of Public Safety or the Texas Safety Association. To assist you in making the necessary arrangements to take the course, we offer the following information on some of the available courses:

A. Internet Course with Electronic Court Filing

www.expresslanedefensivedriving.com

B. Standard Internet Courses

www.texdds.com

www.safety-usa.com

www.ticketstop.com

www.wtdefensivedriving.com

www.defensivedriving.com

www.moescomedytrafficschool.com (English & Spanish)

C. Classroom Courses

Comedy Defensive Driving School
806-359-3432 for class information and directions.
Also available in Lubbock 806-785-5200

Driving School of the Southwest
4174 Business Park Dr
Amarillo, TX 79110
806-352-0561

Roadrunner Driving School
3440 Bell, Suite 318
Amarillo, TX 79109
806-356-0800

D. Texas Online Driving Record

www.texas.gov

DRIVER SAFETY COURSE

General Information

Your traffic ticket will be dismissed upon successful completion of a Driver Safety Course. A 90-day court extension will be granted to provide enough time to take this course. Further extensions will not be granted by the Court. Please carefully read and follow the instructions contained in this document before proceeding further.

1. All court costs, plus a ten dollar (\$10.00) administration fee, must be paid to the court prior to the extension being granted. The fee is nonrefundable and cannot be applied to any fine assessed if the course is not successfully completed. Court costs will vary depending on the charge and the date of the request.
2. You must have a valid Texas driver's license for the Court to accept the course. No exceptions will be granted. Holders of a commercial driver's license are not eligible to take a Driver Safety course regardless of whether the offense occurred in a private vehicle.
3. You must provide proof of valid financial responsibility at the time of the violation.
4. The following offenses are not eligible for Driver's Safety Course dismissal.
 - Violations for speeding in excess of 24 m.p.h. over the speed limit
 - Offenses committed in a construction work maintenance zone when workers are present.
5. To be eligible for the program a plea of "Nolo Contendere" or "Guilty" must be entered to the charge.
6. Only courses approved under the Texas Education Agency may be taken.
7. You must obtain a 3A Certified version of your driving record within (90) days from the date the Court approves the request to take the course.

Options to obtain your driving record:

 - Mail a \$10.00 money order/cashier's check along with a completed "Application for copy of Driver Record" to the Texas Department of Public Safety (see the attached form).
 - The driving record is available online for a \$12.00 fee at www.texas.gov.
 - Select an internet course with electronic court filing.

The Court cannot dismiss your traffic ticket without the certified copy of your driving record.
8. The Court will not accept the Driver Safety course if your driving record shows you have taken this course within the (12) months preceding the date of the offense.

Upon successful completion of your Driver Safety Course, return the **SIGNED** "Court Copy" of the Course Completion Certificate along with the 3A Certified Version of your Driving Record to the Court on or before the Due Date indicated in this packet. These documents can be mailed to: Amarillo Municipal Court, PO Box 1366, Amarillo, Texas 79105 or delivered to the Court cashier windows at 201 SE 4th. The Court is open from 8:00 a.m. to 5:00 p.m. Monday through Friday as well as Thursday from 8:00 a.m. to 7:00 p.m. There is a night deposit box for your convenience.

The Court assumes no responsibility for delayed, lost, misdirected, incomplete, or postage due mail.

If you fail to comply with the conditions set forth herein at the conclusion of the 90-day period, you will be summoned to appear in Court to show cause as to why you have not completed the Driving Safety Course requirements. Failure to comply with the conditions set out above will result in a judgment of conviction, and you will then be required to pay the applicable fine.

Failure to pay the applicable fine will result in a warrant for your arrest.