

TEP APPLICANTS:

All out of county/state applicants must follow the steps below for consideration into our program. Skipping any of these steps will result in your application being returned to you without being processed. All fees are non-refundable! Please remember that you are only applying and are responsible for any court dates until you are accepted. Failure to attend court may result in a bench warrant.



Please read the TEP brochure listing the criteria for eligibility into the program.

Step 1. Attend your court date **first** and get a referral form; both the officer and judge must sign.

Step 2. Print and fill out the TEP application available online. We suggest you keep a copy for yourself.

Step 3. Collect the following documents:

- Copy of your ticket (s) or warrant (s)
- A CLEAR (legible) copy of your picture ID (preferably driver's licenses or DMV ID)
- Official documentation of your social security number-- PLEASE SEND A PREPAID SELF-ADDRESSED ENVELOPE TO RETURN YOUR SOCIAL SECURITY CARD. PHOTO COPIES OF YOUR SOCIAL SECURITY CARD WILL NOT BE ACCEPTED.
- Signed Referral Form from court
- Must provide a certified copy of your DMV driving record (last 3 years)
- \$140.00 money order of cashier's check to TEP and \$140.00 money order or cashier's check to referring Court

Step 4. Mail application, documents, and fees to Spartanburg PTI, PO BOX 5666, Spartanburg SC 29304.

7TH JUDICIAL CIRCUIT TRAFFIC EDUCATION PROGRAM
OUT OF STATE APPLICATION

PLEASE COMPLETE THIS ENTIRE FORM, DO NOT SKIP ANY QUESTIONS. IF THE QUESTION DOES NOT APPLY TO YOU PLEASE MARK N/A IN THE SPACE PROVIDED. PLEASE PRINT LEGIBLY OR TYPE YOUR INFORMATION.

FIRST NAME: _____ MIDDLE: _____ LAST: _____

SOCIAL SECURITY NUMBER: ____ - ____ - ____ MAIDEN NAME/NICKNAMES: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

HOME PHONE NUMBER: _____ CELL PHONE NUMBER: _____

EMERGENCY CONTACT NAME & NUMBER: _____

RACE: _____ SEX: _____ BIRTHDATE: _____

STATE WHERE YOU WERE BORN: _____ DRIVER'S LICENSE #: _____ STATE: _____

DO YOU HAVE ANY POINTS AGAINST YOUR LICENSE AT THIS TIME? YES _____ NO _____

PLEASE CHECK EACH SPACE THAT APPLIES TO YOU:

- MARRIED WIDOWED DIVORCED SEPARATED NEVER MARRIED COHABITATED
- FULLTIME STUDENT PART TIME STUDENT NOT A STUDENT
- EMPLOYED FULL TIME PART TIME UNEMPLOYED DISABLED RETIRED

PERSONAL INCOME: 0-5000 5-10,000 10-20,000 20-30,000 30-40,000 40-50,000 OVER 50,000

HOUSEHOLD INCOME: 0-5000 5-10,000 10-20,000 20-30,000 30-40,000 40-50,000 OVER 50,000

ARE YOU A US CITIZEN? YES NO ARE YOU A U.S VETERAN? YES NO BRANCH _____ LIST

BELOW THE TICKETS REFERRED TO THE TRAFFIC EDUCATION PROGRAM:

TICKET NUMER	CHARGE	DATE	ARRESTING AGENCY

SIGNING OF THIS APPLICATION IS MY STATEMENT THAT THE INFORMATION PROVIDED IS CORRECT AND TRUE. I UNDERSTAND THAT I MAY HAVE NO NEW TRAFFIC OFFENSES FROM THIS DAY FORWARD. IF I HAVE AN ADDITIONAL TRAFFIC OFFENSE (s) WHILE IN TEP I WILL BE UNSUCCESSFULLY TERMINATED AND MY CASE WILL BE RETURNED FOR COURT. I UNDERSTAND ALL FEES ARE NON REFUNDABLE.

I UNDERSTAND IF I HAVE PARTICIPATED IN TEP BEFORE, NO MATTER IF I WAS SUCCESSFUL OR UNSUCCESSFUL THAT MY CASE WILL BE AUTOMATICALLY REJECTED AND MY APPLICATION FEE IS NON-REFUNDABLE.

SIGNATURE: _____ DATE: _____

OUT OF COUNTY/STATE TEP PROGRAM REQUIREMENTS

By initialing the following you are aware of the TEP conditions and the estimated costs; however we cannot predict the costs on certain types of counseling in your area. You will be responsible for locating a nonprofit community service site and counseling agencies. Failure to complete any of the conditions will result in termination from the program and your case will be returned to court for prosecution.

Requirements for **ALL** clients:

(Please read and initial all)

Initial	
	No prior application/acceptance into TEP
	All fees are non-refundable
	Authorize and give permission for release of any pertinent information related to TEP participation.
	Length of the program is 60 days to 6 months
	By successfully completing TEP, charges will be dismissed and reflect a dismissal on the background report; however you may choose to have your record expunged for an additional fee of \$250.00 payable to TEP and \$35.00 payable to Clerk of Court. TEP cannot expunge media related info or data off the internet.

Initial	Conditions	Time Frames
	No new charges/arrest	Duration of program
	Immediately Notify change of Address & Phone #	Prior to acceptance and duration of program
	\$280.00 Participation Fee (2 money orders at \$140.00)	Due at time of application
	4 CS Hours for each Magistrate/Municipal Offense	30 days from the time of acceptance
	4 hour Defensive Driving Education Course \$35-45.00	60 days from the time of acceptance

Date: _____