

****These forms are not a substitute for legal advice****

PROCEDURES FOR OCCUPATIONAL DRIVER'S LICENSE

PLEASE COMPLETE THE PETITION AND LEAVE NO BLANKS!

YOU MUST ATTACH THE BELOW DOCUMENTS TO YOUR COMPLETED PETITION!

- A. **CERTIFIED ABSTRACT DRIVING RECORD**
- B. Proof of **VALID AUTO LIABILITY INSURANCE** and **SR22**
- C. A copy of the **COURT ORDER** (TxDPS letter received by mail)
- D. Letter from your employer or immediate supervisor on your employer's letterhead (or an Affidavit) that verifies your work schedule, if you are asking the court to let you drive to work.
- E. Fee of \$54.00 (Money Order, Exact Cash or Credit Card Accepted)

Steps to Follow:

- 1) **Obtain a SR-22 insurance policy.** This is a special insurance policy for persons in your position; it may be obtained from your automobile insurance company.
- 2) **Obtain a certified copy of your Texas driving record from the Texas Department of Public Safety.** Instructions on how to obtain the driving record, contact the Texas Department of Public Safety at 512-424-2600. You may also obtain information about this from the DPS website: www.txdps.state.tx.us. A copy may be obtained at the Driver's License office, as well.
- 3) **Obtain a copy of the Court Order from the court that suspended your driver's license.** If your driver's license was suspended due to traffic citations, then the court order would be obtained from the Texas Department of Public Safety and it would be titled, "Order of Suspension." If your driver's license was suspended due to DWI or any higher charge above a Class C, then you would need to file for the ODL in the pertaining court that suspended your driver's license.
- 4) **Complete the Petition for Occupational Driver's License.** You must "**fill in the blanks**" in the petition, leaving no blanks. **DO NOT** sign the Petition UNTIL you are in front of a notary or Court Clerk.
- 5) Bring completed ODL Packet with all the required documents and the Fee of \$54.00.
- 6) A hearing will be scheduled, only when all the documents have been submitted.