



Occupational Driver's License

Use these instructions & forms if:

- your license was suspended or revoked and you qualify to drive a non-commercial vehicle under restriction for work, school, or to perform essential household duties.

This packet includes:

1. Instructions for an Occupational Driver's License
2. Petition for Occupational Driver's License
3. Order for Occupational Driver's License
4. Statement of Inability to Afford Payment of Court Costs

Note: You may not need all of the forms listed or you may need additional forms. Get more information at

www.TexasLawHelp.org. Talk to a lawyer if you have questions.

Instructions & Forms for an Occupational Driver's License

Step 1: Check the status of your license to see if you really need to get an Occupational Driver's License (ODL) or if you can reinstate your license at www.Texas.gov/driver.

Sometimes people think they need an Occupational Driver's License when they could just reinstate their license.

Before asking the court for an ODL, check your license eligibility status at www.Texas.gov/driver [1]. Click on "Drivers License Reinstatement and Status."

This free site will tell you if you can drive with your current license and, if not, what you need to do to become eligible. If you are not eligible, the website will tell you:

- The requirements to meet.
- The fees you need to pay.
- About surcharge waiver programs.

You can pay fees on this website and get information on how to mail proof that you met the compliance requirements to DPS. Keep checking the website because it is updated daily.

You can also call the Texas Department of Public Safety (DPS) to check your eligibility/qualifying status at 512-424-2600 (English) and 512-424-7181 (Español)

Be careful! Recent court actions, out-of-state violations, and AG-reported child support arrearages may not be reflected in your current eligibility status.

Step 2: Check to see if you qualify for an ODL.

Even if you get a court order for an Occupational Driver's License, DPS cannot issue one if:

- You lost your driving privileges for a medical condition.
- You lost your driving privileges because you owe child support.
- You have received two ODLs after a conviction in the past 10 years.
- You don't qualify to get a Texas driver's license because you are in the United States unlawfully. The documents to verify that you are a citizen or that you are in the United States lawfully are listed on the [Texas DPS website](#) [2].

Step 3: Gather the forms and information you need to ask the Court to order DPS to issue you an ODL.

- Two court forms:
 1. The [Petition for Occupational Driver's License](#) [3] asks the Court to issue an order.
 2. The [Order for Occupational Driver's License](#) [4] orders DPS to issue you an ODL.
- Certified Abstract (Type AR) of your driving record from DPS. Get your Type AR Certified Abstract:
 - By mail with form DR-1 (takes 3-4 weeks, costs \$20) or
 - [Online](#) [5] (quickly, cost \$22 & must have audit number).
- Proof that you need to drive to go to work, school, or perform essential household duties, etc. Examples of proof: your school schedule or registration, a current pay stub, a letter from your job, or an affidavit (sworn statement) explaining your need to drive.
- SR-22 proof of insurance from your insurance company. Get the SR-22 (also called a "Financial

Responsibility Certificate”) from your insurance company. The SR-22 proves that you have the minimum liability insurance required by law. If you don’t own a vehicle, you can get a Texas Non-Owner SR-22 Insurance Policy. Your insurance company will tell DPS if the SR-22 coverage lapses, terminates or is cancelled—and then your ODL will be revoked.

- [Statement of Inability to Afford Payment of Court Costs \[6\]](#). Fill out this form only if you have a low-income, receive public assistance because you have a low income, or cannot pay the court filing fee. Read [Court Fees & Fee Waivers \[7\]](#) for more information.

□ **Step 4: File your forms with the Clerk of the Court.**

When you file your *Petition for Occupational Driver's License* with the Court you are asking the court to order DPS to issue you an Occupational Driver’s License.

- If your license was automatically suspended or canceled following a conviction, file the *Petition* in the same court that convicted you.
- If your license has not been suspended or canceled following a conviction, file the *Petition* in the county where you live or where the offense that is currently suspending your license occurred. You may have a choice between filing in District Court, County Court-at-Law or Justice of the Peace (JP) court. If so, you may want to research local procedures, court costs, and court scheduling to decide which court is best for your situation.

Ask the court clerk when you should come back for the hearing. You may need to schedule a time for your hearing.

□ **Step 5: Go to Court to ask the Judge to sign the Order.**

When you go to Court, **bring**:

- The *Order for Occupational Driver's License* form. Fill out all but the restrictions and the judge’s signature.
- A Certified Abstract of your full driver record (Type AR).
- The SR-22 from your insurance company.
- Some courts may require a copy of the court order suspending your license and/or the notice of suspension from DPS.
- Proof that you need to drive.
- A copy of the filed *Petition*.

Note: If you filed a form to request the court filing fees be waived, the court may require proof of income & expenses.

At the hearing:

- The judge reviews your *Petition* and other paperwork. Then the judge decides whether to sign the *Order* granting an occupational license.
- If the judge signs the order, he/she will mark the restrictions as to when and where you can drive.
- After the judge signs your order, get a certified copy of your filed *Petition* and at least two certified copies of the *Order* from the clerk.

You may use a certified copy of the *Order for Occupational Driver's License* to drive for **45 days** after the order takes effect. Read your order to learn when it takes effect. **See the FAQs about waiting periods.**

If you don't receive your ODL from TxDPS before the 45th day you can't drive until you either

receive the ODL or go back to court to get an Amended Order for ODL that extends the deadline.

□ Step 6: If the Judge signs the order, mail the paperwork and fees to DPS right away.

A court's occupational driver's license *Order* is not the license itself. Rather, it is a court order telling the Texas Department of Public Safety (DPS) to issue an occupational driver's license to you.

After you get the court *Order*, you must contact DPS to get the actual occupational driver's license.

Mail the following documents to DPS as soon as possible!

- a certified copy of your *Petition for ODL*
- a certified copy of the *Order for ODL* that was signed by the Judge
- your SR-22 proof of insurance certificate,
- A check, money order or cashier's check payable to the Texas DPS for the Occupational License fee. Send \$10 for a 1-year license or \$20 for a 2-year license.
- A check, money order or cashier's check made out to the Texas Department of Public Safety for the amount you owe in reinstatement fees, if any. Go to www.Texas.gov/driver [1] or call DPS at 512-424-2600 to find out what you owe.

Mail all the documents together by certified mail return receipt requested (so that you have proof you mailed them) to:

Texas DPS Central Cash Receiving
Box 15999
Austin, Texas 78761-5999

© TexasLawHelp.org - Source URL: <https://texaslawhelp.org/checklist/instructions-forms-occupational-drivers-license>

Links

[1] <http://www.Texas.gov/driver>

[2] <http://www.txdps.state.tx.us/DriverLicense/ApplyforLicense.htm>

[3] https://texaslawhelp.org/sites/default/files/cv-odl-100_odl_petition_august_2017finala.pdf

[4] https://texaslawhelp.org/sites/default/files/cv-odl-200_odl_order_august_2017final.pdf

[5] <http://www.dps.texas.gov/DriverLicense/driverrecords.htm>

[6] http://live-txlg.pantheonsite.io/sites/default/files/tx-pr-pay-112_scot_statement_of_inability_to_pay_court_costs.pdf

[7] <http://live-txlg.pantheonsite.io/article/court-fees-fee-waivers>

Ex Parte

The clerk fills out below

Cause No:

[Empty box for Cause No.]

Print your name

District County Justice Court of:

First Middle Last

County, Texas

Petition for Occupational Driver's License

Print your answers:

My name is: _____
First Middle Last

I am the Petitioner, and I am asking the court for an Occupational Driver's License.

I ask the Court to consider the information I have provided below.

Upon approval of this Petition, I ask the Clerk to send a certified copy of the Petition and the court Order setting out the judge's findings and restrictions to the Texas Department of Public Safety.

I. Petitioner's Personal Information

1. Home address: _____
Street address City
_____, Texas
County Zip

2. Mailing address (if different from above): _____

3. Phone number: () _____

4. Email address: _____

5. Date of birth: _____
Month Day Year

6. The last four digits of my Social Security Number are . _____

Or

I do not have a Social Security Number.

II. Driver's License Information

5. Check all that apply and provide requested information:

- I have never held a Texas Driver's License.
- My Texas Driver's License # is: _____. Expiration date: ____/____/____.
- My Driver's License was issued by the state of _____.
My Driver's License number is _____. Expiration date: ____/____/____.

6. Is your license suspended because of a physical or mental disability? Yes No
- Is your license suspended for non-payment of child support? Yes No
- Have you had 2 or more occupational driver's licenses because of a conviction in the last 10 years? Yes No

III. Notice to the State If Applicable

7. If any of the following are applicable, the Clerk of the Court should serve the State with notice of this Petition as required by the Texas Transportation Code section 521.243(a).

(Check all that apply and fill in the blanks.)

A. My license is suspended under Transportation Code section 521.342. (Conviction of various offenses of an individual under the age of 21)

Yes No

_____ Date of conviction

_____ Court of conviction

B. My license is suspended because I was convicted of:

- a. Criminally Negligent Homicide *Penal Code 19.05*
- b. Driving While Intoxicated *Penal Code 49.04*
- c. Driving While Intoxicated with Child Passenger *Penal Code 49.045*
- d. Flying While Intoxicated *Penal Code 49.05*
- e. Boating While Intoxicated *Penal Code 49.06*
- f. Assembling or Operating an Amusement Ride While Intoxicated *Penal Code 49.065*
- g. Intoxication Assault *Penal Code 49.07*
- h. Intoxication Manslaughter *Penal Code 49.08*

on _____ in _____
Date of conviction Court of conviction County of Conviction

IV. Suspensions and Charges

8. Why is your Driver's License suspended? (Check all that apply and fill in the blanks):

A. I was arrested on ___/___/___ and the breath sample I provided registered above 0.08.
(date)

B. I was arrested on ___/___/___, and I did not give a breath sample, as requested.
(date)

Within the past ten (10) years from the date of the arrest that led to your current suspension, have you had a suspension for refusal to give a breath/blood sample or providing a sample with a blood alcohol content greater than .08 following an arrest for DWI?

YES NO

C. This court convicted me of _____ on (date) ___/___/___.

D. A Texas court determined that I am a "habitual violator of traffic laws."

E. A Texas court ordered me to go to a Driver Education Program, and my license, permit, and/or driving privilege is automatically suspended for 365 days.

F. Other (If you did not check any of the above, why is your license suspended or invalid? Be specific.)

9. I have the following criminal charges pending: (You do not need to list traffic or Class C charges.)

V. Petitioner's Essential Need to Drive

If your license is suspended based on an offense under Penal Code 49.04 - 49.08, you are required to have an interlock device installed on each motor vehicle you own or operate, and you do not need to complete Numbers 10, 11, and 12 below.

10. Why do you need an Occupational Driver's License? *(Check all that apply):*

I need an Occupational Driver's License to drive to and from my place of work.

Name of Employer #1: _____

Employer's Address: _____

Days and hours you work: _____

Job title: _____

Name of Employer #2: _____

Employer's Address: _____

Days and hours you work: _____

Job title: _____

I need to drive to **school**. *(Fill out below):*

School Name: _____

School Address: _____

Days and hours of your classes: _____

Other *(explain):* _____

11. Driving schedule you are requesting:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:	___ am/pm	___ am/pm	___ am/pm	___ am/pm	___ am/pm	___ am/pm	___ am/pm
To:	___ am/pm	___ am/pm	___ am/pm	___ am/pm	___ am/pm	___ am/pm	___ am/pm

12. If you are asking the Court to allow you to drive for more than 4 hours per day, explain why below:

4. The Court FINDS that Petitioner's driver's license is **suspended** because: (Check all that apply and fill in the blanks.)

This Court convicted Petitioner of _____ on (date) ___ / ___ / ___
under cause number: _____.

Petitioner refused to submit to a breath or blood test or submitted a breath or blood test that registered more than 0.08 following an arrest on ___ / ___ / ___ for:
Date

(Check one.)

Driving While Intoxicated

Other: _____

The Texas Department of Public Safety said Petitioner was a habitual violator of traffic laws.

Other: _____

5. **The Court FINDS that Petitioner's driver's license is not denied, suspended or revoked because of a physical or mental disability or nonpayment of child support.**

The Court further FINDS that Petitioner has not been issued more than one Occupational Driver's License following a conviction during the past 10 years.

6. (Check all that apply and fill in the blanks.)

The Court FINDS that the suspension of Petitioner's license **began/begins** on or about ___ / ___ / ___ and **ends** on or about (date): ___ / ___ / ___.

The Court FINDS that the Petitioner's license is invalid for an indefinite period of time.

7. The Court FINDS that Petitioner: (Check all that apply and fill in the blanks. NOTE: If your license is suspended based on an offense under Penal Code 49.04 - 49.08, you are required to have an interlock device installed on each motor vehicle you own or operate, and you do not need to complete Number 7.)

works for the following employer(s):

Employer #1: _____ Work Phone: _____

Work Address: _____

Employer #2: _____ Work Phone: _____

Work Address: _____

works for him/herself. Petitioner's occupation is: _____

Petitioner's work address is: _____

drives as part of his/her work and/or essential needs throughout the following county or counties:

attends school at or transports family members to the following school(s):

School #1: _____ School Phone: _____

School Address: _____

School #2: _____ School Phone: _____

School Address: _____

has other essential needs to drive _____

The Court fills out the rest of this form.

(Check applicable.)

- The Court FINDS that Petitioner’s driver’s license is suspended because of an intoxication offense and the Occupational License here Ordered is subject to the restrictions set out below.
- The Court FINDS that Petitioner has an **essential need** to drive and the Occupational Driver’s License here Ordered is subject to the restrictions set out below.

II. Orders

The Court **ORDERS** that this Petition for Occupational Driver’s License is **GRANTED** subject to the following restrictions and **ORDERS** Petitioner to follow all restrictions listed below.

The Court **ORDERS** the Texas Department of Public Safety to issue an Occupational Driver’s License to Petitioner subject to the following restrictions. The Court further orders the Texas Department of Public Safety to administer any and all tests required for the issuance said Occupational License, and, if Petitioner passes all required tests, issue an Occupational Driver’s License to Petitioner subject to the following restrictions.

Restrictions

- ✓ Petitioner **must not** drive a commercial vehicle with this license.
- ✓ Petitioner **must** maintain in full force and effect an SR-22 automobile liability insurance policy for the entire period the Occupational Driver’s License is in effect.
- ✓ Petitioner **must** have in his/her possession a certified copy of this court order while driving and **must** allow a peace officer to examine the order when requested.

The Court also **ORDERS** the restrictions checked below: *(Check all that apply.)*

- Any vehicle owned or operated by the Petitioner **MUST** be equipped with a working ignition interlock device in accordance with Texas Transportation Code Section 521.2465.
- Petitioner **must not** refuse any lawful request by law enforcement for a sample of Petitioner’s breath or blood if stopped for Driving While Intoxicated.
- Petitioner **must** submit to periodic testing for alcohol or controlled substances as follows:

- Petitioner **must** attend the alcohol/drug counseling program listed below and give the court clerk proof of attendance within _____ days of this order.
Program: _____

- Petitioner **must** submit to community supervision as follows: .

- Petitioner **may** only drive in the counties listed here:

- Petitioner **must** only drive to and from work or school and for essential duties, including medical appointments, court appointments, attorney appointments probation office meetings, and any supervision, education, counseling, or other essential needs authorized by this court.

Petitioner **must not** drive more than: *(Check one.)*

- 4 hours in any 24 hour period.
- 12 hours in any 24 hour period. The Court specifically finds that Petitioner needs to drive more than 4 hours and ORDERS that the 4 hour limitation is waived.

Petitioner **must** only drive on the days and at the times listed below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:	___ am/pm	___ am/pm	___ am/pm	___ am/pm	___ am/pm	___ am/pm	___ am/pm
To:	___ am/pm	___ am/pm	___ am/pm	___ am/pm	___ am/pm	___ am/pm	___ am/pm

Petitioner **must** always keep a log book in any car Petitioner drives. Petitioner must correctly record in the log book all dates and times Petitioner drives and the destination and reason for each trip. Petitioner must show this log book to any law enforcement officer upon demand.

Additional Restrictions:

III. Date this Order takes Effect

The Court Clerk shall send a certified copy of the Petition and the court Order setting out this Court's findings and restrictions to the Texas Department of Public Safety.

This Order takes effect on: *(Check one and write in the date, if applicable.)*

- the date this Order is signed by the Court.
- ___ / ___ / ___ which is 91 days after the date Petitioner's license was suspended.
- ___ / ___ / ___ which is 181 days after the date Petitioner's license was suspended.
- ___ / ___ / ___ which is 366 days after the date Petitioner's license was suspended.

Petitioner may use a certified copy of this Order for Occupational Driver's License as a restricted license ONLY for 45 days, beginning on the date this Order takes effect.

IV. Date this Order Ends

Unless revoked by the Court, this Order for Occupational Driver's License remains valid until:

(Check one and write in the date, if applicable.)

____ / ____ / ____.

____ / ____ / ____ which is the date Petitioner's current driver's license suspension ends.

The reason for Petitioner's current driver's license suspension is listed in 4 above.

V. Warnings to Petitioner

It is a **Class B Misdemeanor** for you to drive in violation of any of the restrictions listed above.

It is a **Class B Misdemeanor** for you to drive without a certified copy of this order in your possession.

The Court may revoke this Order, at any time, for good cause.

This Order and your Occupational Driver's License are automatically revoked if you are convicted of driving in violation of any of the restrictions listed above or convicted of driving without a certified copy of this Order in your possession.

You may use a certified copy of the Order for Occupational Driver's License to drive for 45 days only, beginning on the date this Order takes effect. **If you do not receive your Occupational Driver's License from the Texas Department of Public Safety (DPS) before the 45th day after the date this Order takes effect, you MUST not drive until you receive your Occupational Driver's License from Texas Department of Public Safety or come back to court to get an Amended Order for Occupational Driver's License that extends the 45-day time period.**

If this ORDER includes a finding of an essential need to drive, and the places, reasons, days or times that you need to drive change, you must come back to Court to get an Amended Order for Occupational Driver's License that reflects those changes.

Signed On: _____

By: _____
Judge's Signature

NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA



Cause Number: _____
(The Clerk's office will fill in the Cause Number when you file this form)

Plaintiff: _____
(Print first and last name of the person filing the lawsuit.)

And

In the _____ (check one):
Court _____
Number _____
 District Court
 County Court / County Court at Law
 Justice Court

Defendant: _____ Texas
(Print first and last name of the person being sued.) County _____

**Statement of Inability to Afford Payment of Court Costs
or an Appeal Bond in Justice Court**

1. Your Information

My full legal name is: _____ My date of birth is: ____ / ____ / ____
First Middle Last Month/Day/Year

My address is: (Home) _____
(Mailing) _____

My phone number: _____ My email: _____

About my **dependents**: "The people who depend on me financially are listed below.

<i>Name</i>	<i>Age</i>	<i>Relationship to Me</i>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____

2. Are you represented by Legal Aid?

I am being represented in this case for free by an attorney who works for a legal aid provider or who received my case through a legal aid provider. I have attached the certificate the legal aid provider gave me as 'Exhibit: Legal Aid Certificate.

-or-

I asked a legal-aid provider to represent me, and the provider determined that I am financially eligible for representation, but the provider could not take my case. I have attached documentation from legal aid stating this.

or-

I am not represented by legal aid. I did not apply for representation by legal aid.

3. Do you receive public benefits?

I do not receive needs-based public benefits. - or -

I receive these **public benefits/government entitlements** that are based on indigency:

(Check ALL boxes that apply and attach proof to this form, such as a copy of an eligibility form or check)

- Food stamps/SNAP TANF Medicaid CHIP SSI WIC AABD
- Public Housing or Section 8 Housing Low-Income Energy Assistance Emergency Assistance
- Telephone Lifeline Community Care via DADS LIS in Medicare ("Extra Help")
- Needs-based VA Pension Child Care Assistance under Child Care and Development Block Grant
- County Assistance, County Health Care, or General Assistance (GA)
- Other: _____

4. What is your monthly income and income sources?

"I get this monthly income:

\$ _____ in monthly wages. I work as a _____ for _____.
Your job title Your employer

\$ _____ in monthly unemployment. I have been unemployed since (date) _____.

\$ _____ in public benefits per month.

\$ _____ from other people in my household each month: (List only if other members contribute to your household income.)

\$ _____ from Retirement/Pension Tips, bonuses Disability Worker's Comp
 Social Security Military Housing Dividends, interest, royalties
 Child/spousal support
 My spouse's income or income from another member of my household (If available)

\$ _____ from other jobs/sources of income. (Describe) _____

\$ _____ is my **total monthly** income.

5. What is the value of your property?

"My property includes:	Value*
Cash	\$ _____
Bank accounts, other financial assets	\$ _____
_____	\$ _____
_____	\$ _____
Vehicles (cars, boats) <small>(make and year)</small>	\$ _____
_____	\$ _____
_____	\$ _____
Other property (like jewelry, stocks, land, another house, etc.)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total value of property	→ \$ _____

6. What are your monthly expenses?

"My monthly expenses are:	Amount
Rent/house payments/maintenance	\$ _____
Food and household supplies	\$ _____
Utilities and telephone	\$ _____
Clothing and laundry	\$ _____
Medical and dental expenses	\$ _____
Insurance (life, health, auto, etc.)	\$ _____
School and child care	\$ _____
Transportation, auto repair, gas	\$ _____
Child / spousal support	\$ _____
Wages withheld by court order	\$ _____
Debt payments paid to: <small>(List)</small>	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Monthly Expenses	→ \$ _____

*The value is the amount the item would sell for less the amount you still owe on it, if anything.

7. Are there debts or other facts explaining your financial situation?

"My **debts** include: (List debt and amount owed) _____

 _____"

(If you want the court to consider other facts, such as unusual medical expenses, family emergencies, etc., attach another page to this form labeled "Exhibit: Additional Supporting Facts.") Check here if you attach another page.

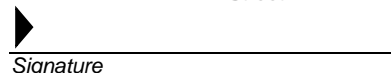
8. Declaration

I declare under penalty of perjury that the foregoing is true and correct. I further swear:

- I cannot afford to pay court costs.
- I cannot furnish an appeal bond or pay a cash deposit to appeal a justice court decision.

My name is _____ . My date of birth is : ____ / ____ / ____ .

My address is _____
Street City State Zip Code Country

 signed on ____ / ____ / ____ in _____ County, _____
Signature Month/Day/Year county name State