

# **PROCEDURES FOR OBTAINING AN OCCUPATIONAL DRIVERS LICENSE**

## **ITEMS NEEDED TO REQUEST A HEARING:**

1. SR-22 (High-Risk Insurance Policy)
2. Letter from your employer – stating the type of work, work hours, and work days (if you are self employed, you must write the letter yourself indicating the same). If you are unemployed, you must write a statement indicating what type of work you do and will be looking for, and in what counties.
3. Petition, Verification and \$46.00 Filing Fee to be paid to the Justice Court.
4. Abstract Driving Record – (Certified Abstracts of Driving Record) You may only obtain this record yourself online at the Texas Department of Public Safety's Driver Record Request System using a credit card for payment at the following website:  
<https://www.texasonline.state.tx.us/tolapp/txldrctr/TXDPSLicenseeManager>

When all of the above listed items have been obtained, you may hire an attorney to represent you or you may come to the Justice of the Peace Office, yourself, and request a hearing. At that time, a hearing date will be set with the Judge. You need to make sure it is set at a time that you can return to the Justice of the Peace Office to attend the hearing.

## **ON THE DATE OF YOUR HEARING:**

1. You must return to the Justice of the Peace Office at the set time of the hearing.
2. After the hearing, you will be given two sets of certified copies of the Final Order granting the Occupational License. This paperwork will serve as your driving permit until you receive your Occupational Driver's License from the Texas Department of Public Safety.
3. You will be given an SR-37 form to be completed and signed by you after the hearing, if the order is signed by the Judge.
4. In order to obtain your Occupational Driver's License, you will need to mail these three (3) items to the Texas Department of Public Safety: (1) SR-37 form; (2) one set of certified papers from the Court; and (3) a \$10.00 money order made payable to the Texas Department of Public Safety.
5. You will need to keep the other set of certified papers and the SR-22 insurance form with you at all times to use as your driving permit. Keep them with you even after you have received your Occupational Driver's License.