

PROCEDURES FOR OCCUPATIONAL DRIVERS LICENSE

If your driver's license is suspended due to a drug or alcohol charge, you must go to the court of conviction to apply. The JP cannot issue you an ODL.

Information to be provided to the Court:

- 1) Petition for Occupational Driver's License
- 2) SR – 22 Form
- 3) Certified Copy of official Driving Record (you may obtain this online at www.texas.gov)
- 4) \$54.00 Filing Fee

Steps to Follow:

- Fill out the attached Petition for Occupational Driver's License.
- Attach the required documents (shown in 2 & 3 above)
- Pay the filing fee
- Sign the Petition in front of the court clerk

The court will review your petition to see if you meet the requirements and have provided all information requested. If the clerk finds that you have filed your petition in the appropriate court and provided all documents necessary, an appointment will be set for you to meet with the Judge. This hearing will be in person with the Judge. After you meet with the Judge, you will be granted (if approved) an Occupational Driver's License (ODL).

Once your ODL is approved you must submit the following items to DPS:

1. A certified copy of the petition and a certified copy of the court order granting the occupational license.
 1. The judge has the authority to grant an occupational order.
 2. If you are participating in a special drug court program, the petition is not required.
2. A Financial Responsibility Insurance Certificate (SR-22).
3. Payment of the occupational license fee.
 1. Fees can be paid online on the License Eligibility page or can be mailed to the department.
 2. An occupational license is typically issued for one year or less; the maximum length of issuance is two years.
 3. The court must grant the issuance of an occupational license beyond one year.
4. Payment of all Reinstatement fees.

DPS Mailing Address, Fax Number and Email Information

All required documents, including all fees should be submitted in one envelope to the mailing address below for processing. You must write your full name, date of birth and driver license number on each document submitted. If you have your suspension notice, please include a copy so your driver record can be identified. Please allow 21 business days for processing.

Mailing Address:

Texas Department of Public Safety
Enforcement and Compliance Service
P.O. Box 15999
Austin, TX 78761-
5999

After the Court grants the Issuance of an Occupational License:

The court order may be used as a driver's license for 45 days from the date of the judge's signature while the request for an occupational license is processed. Once you receive your official license in the mail from DPS, you must carry the following in your vehicle at all times:

- 1) The Occupational Driver's License
- 2) The SR-22 Insurance Certificate
- 3) A certified copy of the Order Granting Occupational Driver's License

Please note that if your work schedule changes and you need to travel at a different time than originally ordered, you may request for the Judge to modify your court order.

Justice of the Peace, Pct. 3
Judge Kenneth "Kenny" Karl
711 State Hwy 56
Windom, TX 75492

903-378-0015 *office*
903-429-4405 *fax*

Email: jp3@fanninco.net

CAUSE NO. _____

§ IN THE JUSTICE COURT

§

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§ PRECINCT THREE

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PETITIONER

§ FANNIN COUNTY, TEXAS

PETITION FOR OCCUPATIONAL LICENSE

I, _____, seek an occupational driver's license from this court based on the information provided below. *(You must swear that the information you provide in this petition is true and correct. Failure to provide true and accurate information may result in criminal penalties.)*

Section One – General Information.

My name is: _____.

My date of birth is: _____.

I am a resident of _____ County, Texas.

My home address is:

_____.

My mailing address *(if different than above)* is:

_____.

My Texas driver's license number is: _____.

☐ I am employed or looking for work, and my occupation is _____.

☐ I am a student at _____.

☐ I am the primary caretaker of _____ dependents who cannot drive.

☐ I have been ordered by a magistrate or other court order to install an ignition interlock device on my vehicle, and/or not to operate any vehicle which is not equipped with an ignition interlock device.

☐ I have not been ordered by a magistrate or other court order to install an ignition interlock device on my vehicle, and/or not to operate any vehicle which is not equipped with an ignition interlock device.

Section Two – Reason(s) for Driver's License Suspension.

- ☐ My driver's license has been suspended as the result of an arrest for an intoxication-related offense in _____ County, because:
- ☐ A peace officer requested a sample of my breath or blood, and I refused; or
 - ☐ I provided a sample of my breath or blood, and the sample contained an alcohol concentration greater than 0.08.
- ☐ My driver's license has been automatically suspended as the result of a conviction for Driving While Intoxicated (DWI) in a county or district court.
- ☐ My driver's license has been suspended as the result of a conviction for a criminal offense in a justice or municipal court. *(Please provide information regarding this offense, including the name of the court in which you were convicted, the cause number, and the type of offense, below.)*

_____.

- ☐ My driver's license has been suspended as the result of a physical or mental disability.
- ☐ My driver's license has been revoked for failure to pay child support.
- ☐ My driver's license has been suspended as the result of a conviction for Racing on a Highway.
- ☐ My driver's license has been suspended because a court found that I am a "habitual violator of traffic laws."
- ☐ My driver's license has been suspended for another reason, described below:

_____.

Section Three – Essential Need.

(Note: To obtain an occupational license, you must demonstrate an essential need to operate a motor vehicle. The Texas Transportation Code defines "essential need" as the "need of a person for the operation of a motor vehicle: in the performance of an occupation or trade or for transportation to and from the place at which the person practices the person's occupation or trade; for transportation to and from an educational facility in which the person is enrolled; or in the performance of essential household duties." To demonstrate an essential need to operate a motor vehicle, you may attach additional documentation, such as a letter from your employer. If you attach additional documentation, be sure to check the appropriate box in Section Five of this petition.)

- ☒ I am seeking this occupational license to *(check all that apply)*:
- ☐ Travel to and from my place of work;
 - ☐ Perform the duties of my job;

- ☐ Travel to and from school; or
- ☐ Perform essential household duties.

- ☒ I am not seeking an occupational license to drive a commercial motor vehicle.
- ☒ The following are addresses and descriptions of all destinations where I am requesting to travel with my occupational license:

- ☒ To reach the destinations described above, I must travel to or through the following Texas counties (*please fully describe all counties and routes traveled*):

- ☒ Below, I have fully described all public transportation options within one mile of any destination described above, including my home, place of work, school, or place where I perform essential household duties. (*Public transportation options may include bus service, rail service, rural automobile service, ride-sharing services, etc.*)

- ☐ I am the only member of my household who owns, leases, or has access to a motor vehicle.
- ☐ A member of my household other than me owns, leases, or has access to a motor vehicle. (*Please describe this person's weekly schedule below.*)

- ☐ I own a bicycle or other means of non-motorized conveyance, described below.

- ☐ My work or school schedule is the same every week: I work or attend school during the following hours on the following days of the week (*check all that apply*):

- ☐ Monday:

- ☐ Tuesday:

- ☐ Wednesday:

- ☐ Thursday:

- ☐ Friday:

- ☐ Saturday:

- ☐ Sunday:

- ☐ My work or school schedule varies from week to week. (*If you check this box, provide a general description of your work or school schedule below, including the total number of hours you work or attend school each week, days of the week on which you never work or attend school, days of the week on which you always work or attend school, and the earliest time your work or school day begins and the latest time your work or school day ends.*)

- ☐ My job duties include automobile travel. My employer requires me to travel by automobile to perform the following tasks:

- ☐ I perform the following essential household duties:

- ☐ To perform the essential household duties described above, I must travel by automobile during the following hours on the following days of the week (*check all that apply*):

- ☐ Monday:

- ☐ Tuesday:

- ☐ Wednesday:

- ☐ Thursday:

- ☐ Friday:

- ☐ Saturday:

- ☐ Sunday:

Section Four – Suspension History

In the past five years, my license has been suspended for:

- ☐ A refusal to submit to the taking of a breath or blood specimen following an arrest for an offense prohibiting the operation of a motor vehicle or an offense prohibiting the operation of a watercraft while intoxicated, under the influence of alcohol, or under the influence of a controlled substance.

- ☐ An analysis of a breath or blood specimen showing an alcohol concentration of .08 or above, following an arrest for an offense prohibiting the operation of a motor vehicle or watercraft while intoxicated.
- ☐ A conviction for Driving While Intoxicated (Penal Code § 49.04); Driving While Intoxicated with Child Passenger (Penal Code § 49.045); Flying While Intoxicated (Penal Code § 49.05); Boating While Intoxicated (Penal Code § 49.06); Assembling or Operating an Amusement Ride While Intoxicated (Penal Code § 49.065); Intoxication Assault (Penal Code § 49.07); or Intoxication Manslaughter (Penal Code § 49.08).

Section Five – Additional Documents.

- ☐ I have obtained evidence of financial responsibility (*automobile liability insurance*), which is attached to my petition. (*Note: You may not be issued an occupational license unless you obtain evidence of financial responsibility.*)
- ☐ I have attached a Type AR certified abstract of my driving record to this petition. (*Note: the court cannot grant your petition without reviewing your driving record.*)
- ☐ I have attached documents demonstrating my essential need to operate a motor vehicle.
- ☐ I have attached other documents, which are described below:

_____.

Petitioner requests that the court grant this Petition for Occupational License, and send a certified copy of this Petition, along with its order granting petitioner's occupational license, to the Texas Department of Public Safety.

Petitioner's Signature

SWORN TO AND SUBSCRIBED before me on _____, 20____.

CLERK OF THE JUSTICE COURT OR NOTARY