

## REQUIREMENTS FOR ISSUANCE OF TEXAS OCCUPATIONAL DRIVER'S LICENSE

A TEXAS OCCUPATIONAL DRIVER'S LICENSE AUTHORIZED BY A COUNTY COURT AT LAW ORDER CANNOT BE ISSUED UNTIL THE FOLLOWING DOCUMENTS AND MATERIALS HAVE BEEN SUBMITTED TO THE DEPARTMENT OF PUBLIC SAFETY.

1. A filing fee of \$247.00 check, cash or money order (non refundable). (Location: Civil Central Filing B.04 of the Old Courthouse, 100 Dolorosa, San Antonio, Texas.)
2. Forms: Application for Occupational License, Order Granting Occupational License and DIC-37 Data for Texas info of applicant. (Location: Law Library- 5<sup>th</sup> floor of the Old Courthouse)  
→ Get application notarized (Location: Paul Elizondo Tower-1<sup>st</sup> floor or any other notary public.)
3. Proof of Insurance.
4. SR-22- (Proof of financial responsibility. Issued by an insurance company authorized to write liability insurance in Texas. Some insurance companies may charge for SR-22 form.
5. Certified copy of Driving Record (Can be purchased and downloaded from DMV website)
6. Set hearing/ Appear in court.
7. Certified copy of the Court Order setting out the Judge's finding and restrictions imposed. (Location: Civil Central Filing B104 of the Old Courthouse)
8. A reinstatement fee mailed to the Texas Department of Public Safety along with a completed form DIC-37 information sheet.
9. A fee for issuance of the occupational license through the Texas Department of Public Safety.
10. Mail the above to : Drivers Improvement and Control

Texas Department of Public Safety  
P.O Box 4087  
Austin, Texas 78773

CAVEAT: A certified copy of the Court Order must be carried by the applicant at all times while operating a motor vehicle. The Texas Department of Public Safety has a separate process and has a separate reinstatement fee.

## INSTRUCTIONS FOR PRO SE APPLICANTS FOR OCCUPATIONAL DRIVERS LICENSE:

1. Fill out **ALL** information on the **Petition for Occupational Driver's License**.
2. You may obtain the necessary information on your case number and Convicting or pending Court in Criminal Central Filing in the basement of the Bexar County Courthouse.
3. **Fill out the heading AND items 1 through 6 on the Order on Occupational Driver's license.**
4. Attach a copy of SR 22 (Proof of Financial Responsibility form) and a **CERTIFIED** copy of your driver's license record to the petition. The Petition **MUST** be notarized.
5. Petitioners are encouraged to verify eligibility before filing of their petition as the filing fees are non-refundable. The filing fee is \$247.00 and must be paid in Civil Central Filing, B.04 of the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas. Some petitions will be required to be set for hearing.
6. Once the Order has been signed, a **certified** copy of the petition and a **certified** copy of the Court order, along with a **completed** DIC-37 form (IN THIS PACKET) and payment of the occupational license fee and any reinstatement fees must be sent to the Texas Department of Public Safety. **These fees are separate from the Bexar County Filing fee.**

The mailing address is:

Texas Department of Public Safety  
Enforcement and Compliance Service  
P.O. Box 4087 Austin, TX 78773-0320  
Fax: (512) 424-2848  
Email: driver.improvement@dps.texas.gov

7. Information on DPS' fees can be found at:  
<http://www.txdps.state.tx.us/DriverLicense/OccupationalLicense.htm>
8. To get a **CERTIFIED** copy (**ONLINE ONLY**) of your driver's record please go to  
[www.texasdps.state.tx.us](http://www.texasdps.state.tx.us)

**NOTE: AS STATED IN THE ORDER, A certified copy of the Court Order must be carried by the applicant at all times while operating a motor vehicle. You must follow all terms set by the court and may not drive outside the terms of the order.**

**IMPORTANT: PLEASE CHECK #6 ON THE PETITION TO MAKE SURE YOU CAN  
USE THESE FORMS!!!!!!**

**WHEN YOU REPRESENT YOURSELF IT IS YOUR  
RESPONSIBILITY TO CHECK BEFORE FILING**

**DATA FOR TEXAS  
OCCUPATIONAL DRIVER'S LICENSE**

**PRINT OR TYPE:**

Full Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

Date of Birth			Sex	Color	Color	Weight	Height	Driver's
Month	Day	Year		Eyes	Hair	Pounds	Ft. Inch	License No.

This is to certify that I am the person named and described herein.

\_\_\_\_\_  
Usual Signature of Applicant

**Mail to:** Driver Improvement and Control  
Occupational License Section  
Texas Department of Public Safety  
P.O. Box 15999  
Austin, TX 78761

**INFORMATION BELOW THIS LINE IS FOR DEPARTMENT USE ONLY**

DATE OF ISSUE: \_\_\_\_\_ EXPIRE: \_\_\_\_\_

(DIC-37)

## INSTRUCCIONES PARA SOLICITANTES DE PRO SE PARA LA LICENCIA DE CONDUCTORES OCUPACIONALES:

1. Complete **TODA** la información en la **Petición de Licencia de Conducir Ocupacional**.
2. Puede obtener la información necesaria sobre su número de caso y Convicto o pendiente de la Corte en presentación central criminal en el sótano del Juzgado del Condado de Bexar.
3. **Complete el encabezado Y los artículos 1 a 6 en la Orden de licencia de conductor ocupacional.**
4. Adjunte a la petición una copia de la SR 22 (formulario de Prueba de responsabilidad financiera) y una copia **CERTIFICADA** del registro de su licencia de conducir. La petición **DEBE** ser notariada.
5. Se alienta a los peticionarios a verificar su elegibilidad antes de presentar su petición ya que las tarifas de presentación no son reembolsables. La tarifa de presentación es de \$247.00 y debe pagarse en la Central de Registro Civil, B.04 del Juzgado del Condado de Bexar, 100 Dolorosa, San Antonio, Texas. Algunas peticiones se establecerán para la audiencia.
6. Una vez que la orden ha sido firmada, una copia **certificada** de la petición y una copia **certificada** de la orden judicial, junto con un formulario DIC-37 **completado** (EN ESTE PAQUETE) y el pago de la tarifa de licencia ocupacional y las tarifas de restitución deben ser enviado al Departamento de Seguridad Pública de Texas. **Estas tarifas son independientes de la tarifa de presentación del condado de Bexar.**

La dirección postal es:

Texas Department of Public Safety  
Enforcement and Compliance Service  
P.O. Box 4087 Austin, TX 78773-0320  
Fax: (512) 424-2848

Email: [driver.improvement@dps.texas.gov](mailto:driver.improvement@dps.texas.gov)

7. La información sobre las tarifas de DPS se puede encontrar en:  
<http://www.txdps.state.tx.us/DriverLicense/OccupationalLicense.htm>
8. Para obtener una copia **CERTIFICADA (SOLO EN LÍNEA)** de su registro de conductor, vaya a:  
[www.texasdps.state.tx.us](http://www.texasdps.state.tx.us)

**NOTA: SEGÚN LO ESTABLECIDO EN LA ORDEN, el solicitante debe llevar consigo una copia certificada de la orden judicial en todo momento mientras conduce un vehículo de motor. Debe seguir todos los términos establecidos por la corte y no puede conducir fuera de los términos de la orden.**

**IMPORTANTE: POR FAVOR, MARQUE # 6 EN LA PETICIÓN PARA ASEGURARSE DE QUE USTED PUEDA USAR ESTOS FORMULARIOS !!!!!!! CUANDO USTED REPRESENTA USTED MISMO ES SU RESPONSABILIDAD DE VERIFICAR ANTES DE PRESENTAR UNA SOLICITUD**

Case No: \_\_\_\_\_

TO BE FILLED BY COUNTY CLERK

Ex Parte

IN THE COUNTY COURT

\_\_\_\_\_  
First Middle Last

AT LAW NUMBER \_\_\_\_\_

\_\_\_\_\_  
DRIVER'S LICENSE NUMBER

BEXAR COUNTY, TEXAS

## PETITION FOR OCCUPATIONAL DRIVER'S LICENSE

COMES NOW \_\_\_\_\_, hereinafter called Applicant and would  
First Middle Last  
show the court the following:

I.

I am the petitioner, and am asking the court for an Occupational Driver's License. Below is the necessary information for the Court to reach its decision.

1. Home address: \_\_\_\_\_.

2. Mailing address, if different from number (1) above:  
\_\_\_\_\_.

3. Phone number: ( ) - \_\_\_\_\_.

4. Date of Birth: / / \_\_\_\_\_.

5. Driver's License Number and Issuing State: \_\_\_\_\_.

6. My license was suspended on \_\_\_\_\_ for [circle the item(s) that apply]

Breath test refusal for arrest for DWI 1<sup>st</sup>

Breath test refusal for DWI 2<sup>nd</sup>

Providing a breath or blood sample above the legal limit

Conviction for DWI 1<sup>st</sup>

Conviction for DWI 2<sup>nd</sup>

Outstanding ticket(s)

Judgment for unpaid Child Support arrears

Other: (Please state reason below)  
\_\_\_\_\_  
\_\_\_\_\_

7. My case is currently pending in County Court at Law number \_\_\_\_\_

Under Cause number \_\_\_\_\_; or

I am on probation for \_\_\_\_\_ out of County Court at Law number \_\_\_\_\_ under  
cause number \_\_\_\_\_.

8. Was your license suspended because of a physical or mental disability: \_\_\_\_\_
9. Have you had 2 or more occupational driver's licenses in the last 10 years? \_\_\_\_\_
10. Do you have any judgment(s) against you for past due Child Support? \_\_\_\_\_
11. (Circle one) I DO / DO NOT currently have an ignition interlock device installed on all of the vehicles I own or drive .
12. ONLY IF interlock is installed: I therefore request that the time restrictions and "essential need" requirement be waived.

## II.

IF you DO have an ignition interlock device installed on all of the vehicles you own, you may skip this section:

I need an occupational license for (circle those that apply) :

Work              School              Essential Household duties              Other (specify below)

\_\_\_\_\_

\_\_\_\_\_

Name and location of employer and/ or School:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Driving schedule you are requesting:

	MON	TUES	WEDS	THURS	FRI	SAT	SUN
From (time)							
To (time)							

I AM / AM NOT asking the court to waive the 4-hour restriction.

Reason for waiving 4-hour restriction :

\_\_\_\_\_

\_\_\_\_\_

Locations (counties) in which petitioner needs to drive:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

III.

THE FOLLOWING DOCUMENTS ARE ATTACHED TO MY PETITION:

1. A CERTIFIED COPY OF MY DRIVER'S LICENSE RECORD
2. COPY OF SR22 PROOF OF FINANCIAL RESPONSIBILITY

IV.

WHEREFORE, PREMISES CONSIDERED, Applicant prays for relief in accordance with this petition.

Respectfully submitted,

\_\_\_\_\_  
APPLICANT'S NAME (print)

\_\_\_\_\_  
APPLICANT'S SIGNATURE.

STATE OF TEXAS  
COUNTY OF BEXAR

I am the Applicant in the above styled and numbered cause, have read the foregoing Application for Occupational License and swear that all of the information I have provided in this petition is true and correct.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

Subscribed and sworn before me, to certify which witness my hand and seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

Case No: \_\_\_\_\_

TO BE FILLED BY COUNTY CLERK

Ex Parte

IN THE COUNTY COURT

\_\_\_\_\_  
First Middle Last

AT LAW NUMBER \_\_\_\_\_

\_\_\_\_\_  
DRIVER'S LICENSE NUMBER

BEXAR COUNTY, TEXAS

## ORDER ON OCCUPATIONAL DRIVER'S LICENSE

On this day, came to be heard an Application for Occupational License as filed in the above styled and numbered cause. The Application for Occupational Driver's License is hereby GRANTED/ DENIED, and the court makes the following additional findings:

I.

### PETITIONER'S PERSONAL INFORMATION:

1. Name: \_\_\_\_\_  
First Middle Last
2. Home address: \_\_\_\_\_
3. Mailing address, if different from number (1) above:  
\_\_\_\_\_
4. Phone number: ( ) - .
5. Date of Birth: / / .
6. Driver's License Number and Issuing State: \_\_\_\_\_
7. Petitioner's Driver's License was suspended on \_\_\_\_\_ for [circle the item(s) that apply]  
Breath test refusal for arrest for DWI 1<sup>st</sup>      Breath test refusal for DWI 2<sup>nd</sup>  
Providing a breath or blood sample above the legal limit  
Conviction for DWI 1<sup>st</sup>      Conviction for DWI 2<sup>nd</sup>  
Outstanding ticket(s)      Judgment for unpaid Child Support arrears  
Other: (Please state reason below)  
\_\_\_\_\_  
\_\_\_\_\_
8. Petitioner's license WAS/WAS NOT suspended because of a physical or mental disability
9. Petitioner HAS/HAS NOT had 2 or more occupational driver's licenses in the last 10 years.



10. Petitioner DOES/DOES NOT have a judgment against him or her for outstanding unpaid Child Support arrears.

11. Petitioner DOES / DO NOT currently have an ignition interlock device installed on all of the vehicles Petitioner owns or drives.

12. Petitioner has had the following previous license suspensions :

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13. Petitioner has had the following previous Occupational Driver's Licenses:

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II.

Petitioner DOES / DOES NOT need to demonstrate an essential need to the court. If an essential need is required, the court finds the following:

Petitioner has demonstrated a need for an occupational license for (circle those that apply) :  
Work              School              Essential Household duties              Other (specify below)

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Name and location of employer and/ or School:

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The court DOES/DOES NOT waive the 4-hour restriction, and restricts Petitioner's driving to no more than \_\_\_\_\_ hours per day, in the allotted time frames below:

	MON	TUES	WEDS	THURS	FRI	SAT	SUN
From (time)							
To (time)							

Reason for waiving 4-hour restriction :

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Locations (counties) Petitioner is able to drive:

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III.

**The petitioner MUST:**

1. Maintain valid auto liability insurance for the entire period the Occupational Driver's License is in effect.
2. Carry a certified copy of this Order and an Occupational Driver's License (once received) while driving.
3. Allow a peace officer to examine the Order when requested.

**The petitioner MUST ALSO: (Circle as applicable)**

4. Restrict driving as stated above in section II.
5. Record dates, times, mileage, destinations, and reasons for travel in travel log.
6. Carry and update the travel log as petitioner drives.
7. Upon request, provide the travel log to any peace officer.
8. Attend an approved alcohol/drug counseling program.
9. Comply with all terms of probation in cause number \_\_\_\_\_.
10. Other: \_\_\_\_\_  
\_\_\_\_\_.

IV.

**The Petitioner MUST NOT: (Strike through if inapplicable)**

1. Drive a commercial vehicle.
2. Drive any vehicle unless it has an ignition interlock device, as required by law.
3. Violate any laws of the State of Texas.
4. Drive outside of the allowed parameters of this order.

V.

This order is to remain in effect for the duration of the license suspension, or for a maximum period of one year, whichever is less.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE PRESIDING

## REQUIREMENTS FOR ISSUANCE OF TEXAS OCCUPATIONAL DRIVER'S LICENSE

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