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## **TEXAS OCCUPATIONAL DRIVER'S LICENSE (ODL) PACKET**

- **FULLY READ** all the documents and forms included in this packet. **If you fail to follow these instructions you will have a delay in receiving your ODL Hearing Date**
- Check the status of your Driver's License to make sure you are actually in need of an Occupational Driver's License. See attached sheet entitled Driver License Status Information

**Helpful website:** <https://texaslawhelp.org/checklist/instructions-forms-occupational-drivers-license>

**Filing Fees:** \$54.00 or Statement of Inability to Afford Court Costs

**In order 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: (A) 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; (B) for transportation to and from an educational facility in which the person is enrolled; or (C) in the performance of essential household duties." In order to demonstrate an essential need to operate a motor vehicle, you may attach additional documentation, such as a letter from your employer. ) You CANNOT operate a commercial motor vehicle (CMV) with an ODL.

**File:** (3 total copies of the Petition and 3 total copies of all supporting documents) ODL Petition, SR-22, Certified Abstract Driving Record (**Type AR**) and any other supporting documents; the court will draft the Order, you do not need to file one with the court.

- If you have the audit number from your driver's license you can obtain your Type AR driving record on-line. If you **DO NOT** know your driver's license audit number you will have to request your driving record by mail. (see attached form) Please visit for more info.:  
<https://txapps.texas.gov/tolapp/txldrchr/TXDPSLicenseeManager>
- In most cases the clerk of the court will set your case for a hearing within 2 weeks of filing your documents and paying your court cost or Statement of Inability to Afford Payment of Court Costs .
- If filing a Statement of Inability to Afford Court Costs **you must provide supporting documentation** of income, public benefits/government entitlements, legal aid representation or any other supporting documents.
- Make sure you fill out the petition completely and attach all necessary and supporting documents; failure to do so may result in a second hearing being set.
- If you file your case/documents in the wrong court or your Occupational Driver's License is denied you **WILL NOT** receive a refund.
- Please double check all your documents before filing with the court.
- **Make sure you put the times when you need to drive; the hours do not have to be consecutive hours but cannot be more than 12 hours in a 24 hour period (12 am - 11:59 pm).**
- **Please look over the Texas County Map when listing the names of the counties you will be traveling in; You need to include the all counties you will be traveling through, not just the county you start in and the county you end in.**

## **Driver License Status Information AND Driving Record Information**

### 1. **License Eligibility Status**

Check your license eligibility status at <https://txapps.texas.gov/txapp/txdps/dleligibility/login.do>

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 assist you in:

- paying fees charges to you for your driver license suspension offenses;
- view compliance items needed to determine and understand your license eligibility; and
- track your driving eligibility status as you go through the process.

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.**

### 2. **OMNIBASE Service - Failure to Appear/Failure to Pay Program**

OMNIBase Service – 1-800-686-0570 or on line at: <http://www.texasfailuretoappear.com>

If you failed to appear in court or failed to pay court cost, fines or any fees owed to the reporting court your driver's license may be denied renewal until the reported violation is cleared. You need to contact the court directly to get this taken care of. Being in the OMNI system is NOT a suspension. Therefore, you CANNOT obtain an ODL in order to avoid paying these fees. If you have a current suspension and are in the OMNI system you can obtain an ODL, but it MAY NOT be valid until you pay the fees owed to the reporting court directly. It will take 3-5 business days to update your driving record from the date the information is reported from the reporting court.

### 3. **Driving Record Request Information (Type AR is needed for Occupational Driver's License)**

Visit: <https://txapps.texas.gov/tolapp/txldrchr/TXDPSLicenseeManager> or

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

CAUSE NO. \_\_\_\_\_

_____	§	IN THE JUSTICE COURT
PETITIONER	§	
DL#: _____	§	PRECINCT 4
DOB: _____	§	
	§	WILSON 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.)*

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- 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:

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**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:

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

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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.)*

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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.)*

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

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- 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:

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- Tuesday:

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- Wednesday:

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- Thursday:

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- Friday:

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- Saturday:

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- Sunday:

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- 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.)*

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

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- I perform the following essential household duties:

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- 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:

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- Tuesday:

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- Wednesday:

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- Thursday:

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- Friday:

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- Saturday:

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- Sunday:

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**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:

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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



# TEXAS DPS

## APPLICATION FOR COPY OF DRIVER RECORD



MAIL TO: Texas Department of Public Safety, Box 149008, Austin, TX 78714-9008

DO NOT MAIL CASH. Mail check or money order payable to: Texas Department of Public Safety

Any questions regarding the information on this form should be directed to the Contact Center at 512-424-2600. Allow 2-3 weeks for delivery.

### Check Type of Record Desired

### FEE

- 1. Name – DOB – License Status – Latest Address. \$ 4.00
- 2. Name – DOB – License Status – 3 Year Record only lists Crashes/Moving Violations. \$ 6.00
- 2A. CERTIFIED version of #2. This Record is Not acceptable for a Defensive Driving Course (DDC). \$ 10.00
- 3. Name – DOB – License Status – Record of ALL Crashes/Violations. **Furnished to Licensee Only.** \$ 7.00
- 3A. CERTIFIED version of #3. **Furnished to Licensee Only and is Acceptable for DDC.** \$ 10.00
- 4. **Abstract Record – Certified abstract of completed driver record.** **\$ 20.00**
- Other: (Original Application, DWLI, etc.) \$ | | | .00 (If Required)

### Mail Driver Record To: (Please Print or Type)

Requestor's Last Name \_\_\_\_\_ Requestor's First Name \_\_\_\_\_

Street Address \_\_\_\_\_ Texas Driver License Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Daytime Telephone Number (include area code) \_\_\_\_\_

### If requesting on behalf of a business, organization, or other entity, please include the following:

\_\_\_\_\_  
Name of business, organization, entity, etc.

\_\_\_\_\_  
Your Title or Affiliation with above

\_\_\_\_\_  
Type of business, organization, etc. (i.e., insurance provider, towing company, private investigation, firm, etc.)

### Information Requested On:

\_\_\_\_\_  
Texas Driver License Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Suffix (SR., JR., etc.)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name/Maiden Name

### Individual's Written Consent For ONE TIME Release to Above Requestor

(Requestor, if you do not meet one of the exceptions listed on the back of this form, please be advised that without the written consent of the driver license/ID card holder, the record you receive will not include personal information.)

I, \_\_\_\_\_, hereby certify that I granted access on this one occasion to my Driver License/ID Card record, inclusive of the personal information (name, address, driver identification number, etc.) to \_\_\_\_\_

\_\_\_\_\_  
Signature of License /ID Card Holder or Parent /Legal Guardian

\_\_\_\_\_  
Date

### State and Federal Law Requires Requestors to Agree to the Following:

In requesting and using this information, I acknowledge that this disclosure is subject to the federal Driver's Privacy Protection Act (18 U.S.C. Section 2721 et seq.) and Texas Transportation Code Chapter 730. False statements or representations to obtain personal information pertaining to any individual from the DPS could result in the denial to release any driver record information to myself and the entity for which I made the request. Further, I understand that if I receive personal information as a result of this request, it may only be used for the stated purpose and I may only resell or redisclose the information pursuant to Texas Transportation Code §730.013. Violations of that section may result in a criminal charge with the possibility of a \$25,000 fine.

I certify that I have read and agree with the above conditions and that the information provided by me in this request is true and correct. If I am requesting this driver record on behalf of an entity, I also certify that I am authorized by that entity to make this request on their behalf. I also acknowledge that failure to abide by the provisions of this agreement and any state and federal privacy law can subject me to both criminal and civil penalties.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

**If you are not requesting a copy of your own record or do not have the written consent of DL/ID holder, you must provide the information requested on the reverse.**

Important Instructions – Read Carefully

The Texas Department of Public Safety may disclose personal information to a requestor without written consent of the DL/ID holder, on proof of their identity and a certification by the requestor that the use of the personal information is authorized under state and federal law and that the information will be used only for the purpose stated and in complete compliance with state and federal law.

**You must meet one or more of the following exceptions if you do not have written consent of the DL/ID holder to be entitled to receive personal information on the above named individual. Please *initial* each category that applies to the requested driver record.**

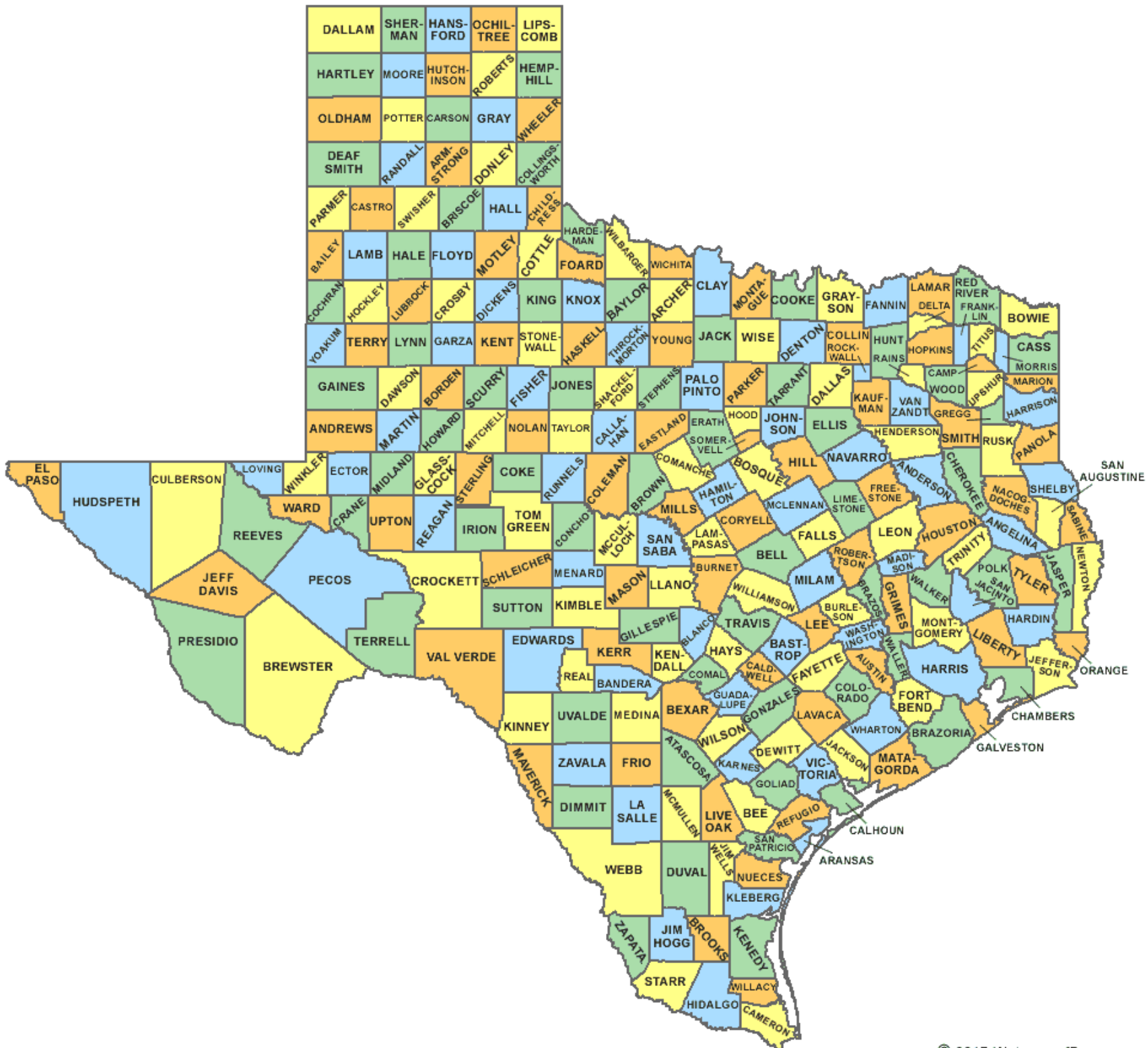
- \_\_\_\_\_ 1. For use in connection with any matter of (a) motor vehicle or motor vehicle operator safety; (b) motor vehicle theft; (c) motor vehicle emissions; (d) motor vehicle product alterations, recalls, or advisories; (e) performance monitoring of motor vehicles or motor vehicle dealers by a motor vehicle manufacturer; or (f) removal of nonowner records from the original owner records of a motor vehicle manufacturer to carry out the purposes of the Automobile Information Disclosure Act, the Anti Car Theft Act of 1992, the Clean Air Act, and any other statute or regulation enacted or adopted under or in relation to a law included in the above.
- \_\_\_\_\_ 2. *(Valid for Certified Abstract)* For use by a government agency in carrying out its functions or a private entity acting on behalf of a government agency in carrying out its functions.
- \_\_\_\_\_ 3. For use in connection with a matter of (a) motor vehicle or motor vehicle operator safety; (b) motor vehicle theft; (c) motor vehicle product alterations, recalls, or advisories; (d) performance monitoring of motor vehicles, motor vehicle parts, or motor vehicle dealers; (e) motor vehicle market research activities, including survey research; or (f) removal of nonowner records from the original owner records of motor vehicle manufacturers.
- \_\_\_\_\_ 4. For use in the normal course of business by a legitimate business or an authorized agent of the business, but only to verify the accuracy of personal information submitted by the individual to the business or the authorized agent of the business and to obtain correct information if the submitted information is incorrect to prevent fraud by pursuing a legal remedy against, or recovering on a debt or security interest against the individual.
- \_\_\_\_\_ 5. *(Valid for Certified Abstract)* For use in conjunction with a civil, criminal, administrative, or arbitral proceeding in any court or government agency or before any self regulatory body, including service of process, investigation in anticipation of litigation, execution or enforcement of a judgement or order, or under an order of any court.
- \_\_\_\_\_ 6. For use in research or in producing statistical reports, but only if the personal information is not published, redisclosed, or used to contact any individual.
- \_\_\_\_\_ 7. For use by an insurer or insurance support organization, or by a self insured entity, or an authorized agent of the entity, in connection with claims investigation activities, antifraud activities, rating or underwriting.
- \_\_\_\_\_ 8. For use in providing notice to an owner of a towed or impounded vehicle.
- \_\_\_\_\_ 9. For use by a licensed private investigator agency or licensed security service for a purpose permitted as stated on this page.
- \_\_\_\_\_ 10. *(Valid for Certified Abstract)* For use by an employer or an authorized agent or insurer of the employer to obtain or verify information relating to a holder of a commercial driver license that is required under 49 U.S.C. Chapter 313.
- \_\_\_\_\_ 11. For use in connection with the operating of a private toll transportation facility.
- \_\_\_\_\_ 12. For use by a consumer-reporting agency as defined by the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.) for a purpose permitted under the Act.
- \_\_\_\_\_ 13. For any other purpose specifically authorized by law that relates to the operation of a motor vehicle or to public safety.  
Please state specific statutory authority \_\_\_\_\_
- \_\_\_\_\_ 14. For use in the preventing, detecting, or protecting against identity theft or other acts of fraud. The Department prior to release of personal information may require additional information.

Below is an example of how numbers and letters should be written on front of this form:



1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 |

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |



**What to do after receiving an Occupation Driver's License order from the court?**

**\*\*\*\*\*It is your responsibility to make sure these steps  
are followed even if you have an attorney\*\*\*\*\***

**• READ THIS CAREFULLY AND IF YOU HAVE ANY QUESTIONS  
YOU CAN ASK THE JUDGE AT YOUR ODL HEARING**

1. Reminder that you CANNOT drive a Commercial Motor Vehicle (CMV) with an ODL.
2. One of the certified copies you receive will serve as your license for 45 days. After the 45 days you will have to have the certified copy of the order **and** the ODL issued by DPS.
3. The second certified copy you receive from this court will need to be sent the Texas DPS along with **\$10 for a 1 year license/\$20 for a 2 year license:**

Texas DPS  
Enforcement and Compliance Service  
ATTN: ECA  
P.O. Box 4087  
Austin, TX 78773

4. DPS will grant your ODL when it becomes effective, usually immediately; see last page of order for effective date.
5. You may also have a reinstatement fee that is due to the State; look on the first page of your driving record under Status Information and Administrative Status to see if a reinstatement fee is due in your situation; you can also look at the website listed below:  
<https://txapps.texas.gov/txapp/txdps/dleligibility/login.do>
6. If you fail to operate a motor vehicle in violation of the restrictions imposed in this ODL or you fail to have your certified copy of the court's order while you are operating a motor vehicle you can be charged with a Class B Misdemeanor; If you are convicted of one of these the court shall issue an order revoking this ODL; ODL can be revoked anytime for good cause.
7. If you operate a motor vehicle and fail to comply with one of the additional conditions listed on page 2 of this order your ODL will be revoked by this court.
8. If you need to modify this ODL, and it is otherwise still a valid order, please file a written request with our court listing the cause number at the top of the order, your name, the reason for the modification and what you need modified in the order. No filing fee is required for a modification. A hearing will be set and a modified order will be issued if the judge approves the modifications.