

**PETITIONER
PROCEDURES FOR OCCUPATIONAL DRIVER'S LICENSE**

This packet contains the following documents:

Petition for Occupational License;
Occupational Driver's License Order;
SR-37 Form; and
Trip Log

Steps to Follow:

1. **Obtain an SR-22 insurance policy.** This is a special insurance policy for persons in your position; it may be obtained from your automobile insurance company.
2. **Obtain a certified copy of your Texas driving record from the Texas Department of Public Safety.** For instructions on how to obtain the driving record, contact the Texas Dept. of Public Safety at: 512-424-2600. You may also obtain information about this from the DPS website at: www.txdps.state.tx.us.
3. **Prepare the Petition for Occupational Driver's License.** You may use this form as a "fill in the blank" if it fits your circumstances. If these forms do not fit your circumstances, you may wish to seek legal counsel. You will be assigned a case number when you file. *It is perfectly all right to hand-write the forms.* DO NOT sign the Petition UNTIL you are in front of the Court Clerk or a Notary.
4. **Sign the Petition** in front of the Court Clerk or a Notary Public. DO NOT sign the Petition UNTIL you are in front of the Court Clerk or a Notary Public.
5. **Prepare the Occupational Driver's License Order**, filling in numbers 1 through 9 ONLY.

NOTE: You will need two copies of everything that you file with the Clerk.

6. **File the original Petition** (along with all attachments) and the Order with the Clerk. You may file in a Justice of the Peace Court in the county in which you reside or in which the offense occurred unless your license was suspended for a physical or mental disability or impairment or a conviction under Section 49.04 of the Penal Code (driving while intoxicated). The filing fee is \$46.00 and must be paid at the time of filing. You will be sent a notice regarding a hearing date.
7. **Complete the SR-37 Form.** Send it along with your original SR-22 insurance certificate, the SIGNED Occupational Driver's License Order granting same and all DPS fees (fee for the issuance of the occupational license and statutory reinstatement fees) to the following address:
Occupational License Section
Safety Responsibility
Texas Department of Public Safety
P.O. Box 15999
Austin, Texas 78761-5999
8. **It usually takes from two to four weeks** for the Department of Public Safety to issue an occupational driver's license. A certified copy of the signed Order will serve as the license until the DPS sends you the official occupational driver's license in the mail.