

Checklist For Occupational License

Clerks Cannot Answer Legal Questions

1. Completed petition (must be signed in front of court clerk or a notary)
2. Proof of Insurance or a copy of a SR 22 from your Insurance Company
3. Copy of the court order that suspended your license, unless it is a Department of Public Safety Administrative Suspension.
4. If request is for driving to work you need a letter from your employer or immediate supervisor on your employer's letterhead (or an affidavit) that verifies your work schedule. For school, you will need a letter from the school with your class schedule.
5. Copy of your AR Certified abstract of complete driving record from DPS. You can get this on the DPS website www.dps.texas.gov
6. \$54.00 filing fee (cash/check/money order/cashier's check)

The Court Order may be used for 45 days from the date of the Judge's signature while the request is processed.

You will have to complete the process with DPS to get a copy of your Occupational License. For more information you can visit:

www.dps.texas.gov/section/driver-license/occupational-driver-license

You will be required to carry your paperwork at all times while driving a vehicle. Failure to do so may result in a citation for Driving While License Invalid.