

OCCUPATIONAL DRIVER'S LICENSE REQUIREMENTS

In the event you need to obtain an occupational license, below are the items we will need. Remember, you need only gather the items below if your license is suspended. Please call if you have any questions about any items.

In order for us to obtain an Occupational Driver's License for you, you must provide us the following:

1. An SR-22 form. This is obtained from an insurance company and is proof you have liability insurance. **Be aware that if you request an SR-22 from your insurance company they will know your license has been suspended. They could take adverse action against you such as raising your rates or cancelling your policy.** The SR-22 will ultimately be filed at the Department of Public Safety (DPS) and if you ever quit paying your insurance premium the insurance company will automatically notify DPS and your occupational license will be suspended. If you buy an SR-22 policy from a separate insurance company and keep your current insurance company at the same time you should ask the company providing you with an SR-22 policy for an ***"operator's policy"*** or ***"non-owner's policy."*** This will prevent your current insurance company from automatically ***terminating*** your policy.
2. \$60 cash for the filing fee to the Court.
3. A check made out to TX DPS in the amount of \$135 (+ \$10 if IID) for the DPS reinstatement and occupational filing fees.
4. A letter from your employer or a current pay stub confirming employment or proof of enrollment in college.
5. A copy of your DPS CERTIFIED driving abstract (available via [DPS' website](#)). The cost for this abstract is \$40.
6. A list of the counties in Texas within which you request to drive. (For example, if you need to drive from Austin to Dallas, you have to list all of the counties between here and there).
7. A list of the times you request to drive. We can usually get an occupational license for up to 12 hours a day during the week and 6 hours a day on Saturday and Sunday in Travis County. Williamson County and Hays County judges are stricter, and a hearing may be required. You may be required to keep a driving log.

Once you have obtained these items, set up an appointment to meet with my assistant.

Once your license is signed by the judge and filed with the court, we will mail it by certified mail to DPS, and they will then mail your occupational license to you directly.

It is a jailable offense to drive while your license is suspended or outside the times of your occupational license.

