

## **PROCEDURES FOR OCCUPATIONAL DRIVERS LICENSE**

**If your driver's license is suspended due to a drug or alcohol charge, you must go to the court of conviction to apply. The JP cannot issue you an ODL.**

**Information to be provided to the Court:**

- 1) Petition for Occupational Driver's License**
- 2) SR-22 (Insurance form)**
- 3) Certified Copy of official Driving Record (you may obtain this online at [www.texas.gov](http://www.texas.gov))**
- 4) \$54.00 Filing Fee**

**Steps to Follow:**

- **Fill out the attached Petition for Occupational Driver's License.**
- **Attached the required documents ( shown in 2 & 3 above)**
- **Pay the filing fee**
- **Sign the Petition in front of the court clerk**

**The court will review your petition to see if you meet the requirements and have provided all information requested. If the clerk finds that you have filed your petition in the appropriate court and provided all documents necessary, we will set a remote hearing for you to meet with the Judge. This hearing will be held by Zoom remotely. You will need a smart phone, or computer equipped with webcam in order to participate. If you do not have the capability to do a remote hearing, the Court will accommodate you by providing you with a laptop and a space in order to participate in the remote hearing.**

**You must submit the following items to DPS:**

- 1. A certified copy of the petition and a certified copy of the court order granting the occupational license and any fees associated with the issuance of an ODL by the State.**
- 2. All reinstatement fees must be paid.**

### **DPS Mailing Address, Fax Number and Email Information**

**All required documents, including all fees should be submitted in one envelope to the mailing address below for processing. You must write your full name, date of birth and driver license number on each document submitted. If you have your suspension notice, please include a copy so your driver record can be identified. Please allow 21 business days for processing.**

**Mailing Address:**

**Texas Department of Public Safety  
Enforcement and Compliance Service  
P.O. Box 15999  
Austin, TX 78761-5999**

**These documents can also be submitted by fax or email if you are not submitting any fees. Be sure to include your full name, date of birth, and driver license number for proper identification.**

**Fax Number: 512-424-2848**

**Email: [driver.improvement@dps.texas.gov](mailto:driver.improvement@dps.texas.gov) (Documents must be submitted in PDF format.)**

**After the Court grants the Issuance of an Occupational License:**

**The court order may be used as a driver license for 45 days from the date of the judge's signature while the request for an occupational license is processed. Once you receive your official license in the mail from DPS, you must carry the following in your vehicle at all times:**

- (1) The Occupational Driver's License**
- (2) The SR-22 Insurance Certificate**
- (3) A certified copy of the Order Granting Occupational Driver's License**

***If your work schedule changes and you need to travel at a different time than originally ordered, you may request the Judge to amend your court order.***

***Justice of the Peace, Pct 1  
Louise Goodwater  
101 E Sam Rayburn Dr. Ste  
109 Bonham, Texas 75418***

***903-583-7489 office  
903-583-2803 fax***

***Email: [jp1@fanninco.net](mailto:jp1@fanninco.net)***

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

EX PARTE

§ IN THE JUSTICE COURT

§

§ PRECINCT NO. ONE

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\_\_\_\_\_  
PETITIONER'S NAME

§ FANNIN COUNTY, TEXAS

**PETITION FOR OCCUPATIONAL LICENSE**

I, \_\_\_\_\_, seek an occupational 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 1. 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: \_\_\_\_\_.

My email address is: \_\_\_\_\_.

- I am employed, and my occupation is \_\_\_\_\_.
- I am the primary caretaker of \_\_\_ children less than 16 years of age.
- I have been ordered by a magistrate 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 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 a commercial driver's license.
- I do not have a commercial driver's license.

**Section 2. 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 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 because a court ordered me to attend a Driver Education Program and suspended my license for 365 days.
- My driver's license has been suspended because of a failure to pay surcharges ordered by the State of Texas.
- My driver's license has been suspended for another reason, described below:

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**Section 3. Essential Need.**

(Note: 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. If you attach additional documentation, be sure to check the appropriate box in Section 5 of this petition.)

- I am seeking this occupational license in order 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.

The following are addresses and descriptions of all destinations to which I seek to travel with my occupational license: \_\_\_\_\_

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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: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

- Sunday: \_\_\_\_\_
- 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.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I perform the following essential household duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- In order 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: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

- In order to:

Travel to school;

Travel to my place of work;

Perform my job duties; or

Travel to the place I perform essential household duties;

I must travel by automobile to or through the following Texas counties (please fully describe all counties and routes traveled):

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#### **Section 4. Suspension History**

My driver's license has previously been suspended for:

- A second or subsequent conviction for Driving While Intoxicated (Section 49.04, Penal Code); Intoxication Assault (Section 49.07, Penal Code), or Intoxication Manslaughter (Section 49.08, Penal Code), committed within five years of a previous conviction for Driving While Intoxicated (Section 49.04, Penal Code); Intoxication Assault (Section 49.07, Penal Code), or Intoxication Manslaughter (Section 49.08, Penal Code).

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 (Section 49.04, Penal Code); Intoxication Assault (Section 49.07, Penal Code), or Intoxication Manslaughter (Section 49.08, Penal Code).
- A conviction for an offense other than Driving While Intoxicated (Section 49.04, Penal Code); Intoxication Assault (Section 49.07, Penal Code), or Intoxication Manslaughter (Section 49.08, Penal Code) prohibiting the operation of a motor vehicle or watercraft while intoxicated, under the influence of alcohol, or under the influence of a controlled substance.

#### **Section 5. Additional Documents.**

- I have obtained evidence of financial responsibility, 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 certified copy of my driving record to this petition. (Note: the court cannot grant your petition without reviewing your driving record.)

- I have attached documents which demonstrate my essential need to operate a motor vehicle.
- I have attached other documents, which are described below:

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**PRAYER**

**WHEREFORE, PREMISES CONSIDERED,** Petitioner prays that this Honorable Court grant this Petition for Occupational License, and to send a certified copy of this Petition, along with its order granting petitioner's occupational license to the Department of Public Safety of Texas.

\_\_\_\_\_  
Petitioner's Signature

**SWORN TO AND SUBSCRIBED** before me on this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
CLERK OF THE JUSTICE COURT OR NOTARY