



HONORABLE CHAD JENKINS

Justice of the Peace, Precinct 2
3500 EDGAR BROWN DR, ORANGE, TX 77630

Kendra - Court Administrator
Shelbey - Court Clerk

Phone: 409-882-7805
Fax: 409-882-7808
JP2@CO.ORANGE.TX.US

OCCUPATIONAL DRIVER LICENSE PETITION

Enclosed is the DPS information as well as your ODL petition.

In order to file, our court requires the following documents to be submitted **with** the petition:

- Texas Driving Record (option Certified Abstract Type (AR), found at <https://txapps.texas.gov/tolapp/txldrchr/TXDPSLicenseeManager>)
- SR-22 from your insurance company
- Letter of employment
- Petition
- \$54.00 filing fee

If you are granted an Occupational Driver License by the Judge you will need to provide the Court with:

- A \$14.50 money order made out to Orange County
 - o This is for your certified copies of your order and petition
- A \$10.00 money order made out to Texas DPS
 - o This is for your ODL filing with the State

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Occupational Driver License

What is an Occupational Driver License?

An occupational driver license, also called an essential need license, is a special type of restricted license issued to you when your driver license has been suspended, revoked or denied for certain offenses, other than a medical reason or delinquent child support. If you have been suspended as a result of a surcharge assessment, you may still qualify for an occupational driver license.

An occupational driver license authorizes you to operate a non-commercial motor vehicle only in connection with:

1. Work,
2. School-related activities, or
3. Performance of essential household duties.

Request an Occupational Driver License

You must petition the Justice of the Peace, county or district court where you currently reside, or to the court of original jurisdiction where the offense has occurred, to obtain an occupational driver license.

An example of an occupational driver license petition is available for free from the [Travis County Law Library](#). Due to varying requirements for each court, please consult the court with which you intend to file a petition for an occupational driver license to determine if the petition on the [Travis County Law Library](#) website is acceptable.

Upon reviewing your petition, if the court determines you are eligible to apply for an occupational driver license, you will be provided with a signed court order. This court order is not the occupational driver license. You must submit the court order to the Department along with the other necessary documentation for the issuance of an occupational driver license.

Issuance of an Occupational License

The court order and all required items must be submitted to DPS before an occupational license will be issued. 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.

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.
 - a. The judge has the authority to grant an occupational order.
 - b. If you are participating in a special drug court program, the petition is not required.
2. A [Financial Responsibility Insurance Certificate \(SR-22\)](#).
3. Payment of the [occupational license fee](#).
 - a. An occupational license is typically issued for one year or less; the maximum length of issuance is two years.
 - b. The court must grant the issuance of an occupational license beyond one year.
4. Payment of all [Reinstatement fees](#).

DPS Mailing Address, Fax Number and Email Information

[ID Card Menu](#)

[Renew an ID Card](#)

[Replace an ID Card](#)

[Change your Address](#)

[Out-of-State Renewal](#)

[Driver License Office Locations](#)

[Schedule an Appointment](#)

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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 (Documents must be submitted in PDF format.)

Once you are issued an occupational driver license, you are only permitted to operate a motor vehicle within the terms of the court order. You must keep your court order in the vehicle with you at all times and present it along with your occupational driver license upon demand by a peace officer.

Denial of Issuance/Waiting Period

An occupational license will be issued once the request is processed, unless one of the following situations applies and the judge has not ordered the waiver of the waiting period:

1. Your driver license was previously suspended as a result of an alcohol or drug-related offense. There is a 90-day waiting period.
2. Your driver license was in suspension as a result of an intoxication-related conviction. There is a 180-day waiting period.
3. There are at least two administrative license revocations on your driver record. There is a mandatory one-year waiting period.
4. The occupational driver license is requested to operate a commercial motor vehicle. An occupational driver license cannot be issued for purposes of operating a commercial motor vehicle during a period of license suspension, revocation, cancellation or denial.

Follow DPS



Keep Texas Safe

[Report Suspicious Activity](#)

Policies

- [Site Policies](#)
- [Accessibility](#)
- [The Governor's Committee on People with Disabilities](#)
- [Statement on Telemarketing](#)

Texas Sites

- [Texas Homeland Security](#)
- [Texas Veterans Portal](#)
- [Texas State Library & Archives](#)
- [Public Safety Commission](#)

Feedback

- [Customer Feedback](#)
- [Report Fraud, Waste, or Abuse](#)
- [Complaints & Compliments](#)

Helpful Links

- [Outlook Web Access](#)
- [CAPPS Login](#)
- [ERR Entry](#)
- [Compact with Texans](#)

JUSTICE COURT CIVIL CASE INFORMATION SHEET (4/13)

CAUSE NUMBER (FOR CLERK USE ONLY): _____

STYLED _____
 (e.g., John Smith v. All American Insurance Co; In re Mary Ann Jones; In the Matter of the Estate of George Jackson)

A civil case information sheet must be completed and submitted when an original petition is filed to initiate a new suit. The information should be the best available at the time of filing. This sheet, required by Rule of Civil Procedure 502, is intended to collect information that will be used for statistical purposes only. It neither replaces nor supplements the filings or service of pleading or other documents as required by law or rule. The sheet does not constitute a discovery request, response, or supplementation, and it is not admissible at trial.

<p>1. Contact information for person completing case information sheet:</p> <p>Name: _____ Telephone: _____</p> <p>Address: _____ Fax: _____</p> <p>City/State/Zip: _____ State Bar No: _____</p> <p>Email: _____</p> <p>Signature: _____</p>	<p>2. Names of parties in case:</p> <p>Plaintiff(s): _____</p> <p>_____</p> <p>Defendant(s): _____</p> <p>_____</p> <p>_____</p> <p>[Attach additional page as necessary to list all parties]</p>
<p>3. Indicate case type, or identify the most important issue in the case (select only 1):</p>	
<p><input type="checkbox"/> Debt Claim: A debt claim case is a lawsuit brought to recover a debt by an assignee of a claim, a debt collector or collection agency, a financial institution, or a person or entity primarily engaged in the business of lending money at interest. The claim can be for no more than \$10,000, excluding statutory interest and court costs but including attorney fees, if any.</p>	<p><input type="checkbox"/> Eviction: An eviction case is a lawsuit brought to recover possession of real property, often by a landlord against a tenant. A claim for rent may be joined with an eviction case if the amount of rent due and unpaid is not more than \$10,000, excluding statutory interest and court costs but including attorney fees, if any.</p>
<p><input type="checkbox"/> Repair and Remedy: A repair and remedy case is a lawsuit filed by a residential tenant under Chapter 92, Subchapter B of the Texas Property Code to enforce the landlord's duty to repair or remedy a condition materially affecting the physical health or safety of an ordinary tenant. The relief sought can be for no more than \$10,000, excluding statutory interest and court costs but including attorney fees, if any.</p>	<p><input checked="" type="checkbox"/> Small Claims: A small claims case is a lawsuit brought for the recovery of money damages, civil penalties, personal property, or other relief allowed by law. The claim can be for no more than \$10,000, excluding statutory interest and court costs but including attorney fees, if any.</p>

CAUSE NO. _____

EX PARTE

§ IN THE JUSTICE COURT

§

§ PRECINCT NO. TWO

§

PETITIONER'S NAME

§ ORANGE 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: _____. Last 4 of SSN _____.

I am a resident of _____ County, Texas.

My Phone Number is: _____.

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.)

- 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:

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: _____

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.

- 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.)

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

- 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):

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:

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

SR-37 FORM

DEPARTMENT USE ONLY	
AMOUNT:	_____
MONEY NUMBER:	_____

DATA FOR TEXAS OCCUPATIONAL DRIVER'S LICENSE

Print or Type

Full Name: _____
(First) (Middle) (Last)

(Street Address) (City) (State) (Zip Code)

Month	Date of Birth		Sex	Color Eyes	Color Hair	Weight Pounds	Height		Driver License Number
	Day	Year					Ft.	Inches	

This is to certify that I am the person named and described herein.

Mail to: Safety Responsibility Bureau
Occupational License Section
Texas Department of Public Safety
Box 15999
Austin, TX 78761-5999

Usual Signature of Applicant

INFORMATION BELOW THIS LINE IS FOR DEPARTMENT USE ONLY

Date of Issue: _____

Expire: _____