

## **JP3 INFORMATION ON OCCUPATIONAL DRIVER'S LICENSE (ODL)**

The applicant must file the following:

1. A Petition for Occupational Driver's License (ODL). (A form is available at <http://texaslawhelp.org/resource/occupational-drivers-license-in-texas-petition>.)
2. An SR-22 insurance form. Your insurance agent may be able to assist you with this.
3. A letter from the applicant's employer regarding the need to drive. If the applicant is retired, disabled, or on public assistance, a sworn affidavit of status, with proof, may substitute for an employer's letter.
4. A certified copy of the applicant's driving record (**Type AR**-Certified Abstract of Driving Record) from the Texas Department of Public Safety, which may be obtained at [www.txdps.state.tx.us](http://www.txdps.state.tx.us).
5. A copy of the order suspending the applicant's driver's license.
6. School schedule (if applicant is a student)
7. A printout that states the total amount owed for reinstatement fees, which may be obtained at [www.txdps.state.tx.us](http://www.txdps.state.tx.us)).
8. A receipt showing where reinstatement fees have been paid as shown on the printout.
9. A certified copy of the applicant's criminal history. ([www.txdps.state.us](http://www.txdps.state.us))
10. \$41.00 filing fee (**money order only**)

**\*\* NOTE: MAKE AN EXTRA COPY OF ALL THE DOCUMENTS LISTED ABOVE AND BRING THAT COPY WITH YOU WHEN YOU APPEAR. THE EXTRA COPY WILL BE KEPT BY THE COURT.**

A hearing will be set once **all of the above** have been submitted. Your application will be **INCOMPLETE** and delayed if any of the above items, 1 through 10, are not submitted.

After the hearing, **you** will be **required** to file certain items with the Texas Department of Public Safety in reference to your occupational license. Contact DPS at 512-424-2600 or online at [www.txdps.state.tx.us](http://www.txdps.state.tx.us) for information regarding the required items.

\* An occupational driver's license cannot be issued to drive a commercial motor vehicle.

**Notice:** This procedure can be complicated. It may be beneficial to consult with an attorney to assist you. The Judge and the court staff are prohibited by law to assist you in preparing the application or procedural steps taken after the Judge signs the order.