

JUDGE SYLVIA HOLMES
JUSTICE OF THE PEACE
PRECINCT 3
TRAVIS COUNTY, TEXAS



8656-B HWY. 71 WEST
Austin, Texas 78735

Telephone (512) 854-6763
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Occupational Driver License Checklist

To file for an Occupational License you must:

- Pay a \$51.00 ODL filing fee
- File a Petition & ODL Order for Occupational Driver License (ODL). The petition should be completely filled out and the first two pages of the ODL Order need to be filled out. The Judge will fill out the rest of the order once approved for the ODL.
- File an SR-22 Certificate of Insurance (ID Cards, declaration pages will not be accepted)
- File a signed letter from your employer (on employer letterhead) regarding the need to drive. The letter should be signed and also include a contact number for your employer. If you are retired, disabled, or on public assistance, a sworn affidavit of status, with proof, may substitute for an employer's letter.
- A certified copy of the applicant's driving record (**Type AR-Certified Abstract of Driving Record \$20**). Driver Record can be obtained from the Department of Public Safety (DPS) at: <http://www.txdps.state.tx.us/DriverLicense/driverrecords.htm>
- A copy of the Order of Suspension Notice or Order from DPS

After ODL Order Signed by Judge

Copies of Occupational Order & Petition

A certified copy of any granted Occupational Driver License Order will cost \$2.00 for the first page and 0.25 for each page thereafter. Same fees apply for the certified copy of the petition. The applicant will be required to pay for two certified copies of the ODL order and one copy of the petition of any ODL granted. The court will forward DPS a copy of the order and petition. The driver should always keep a copy of the certified order with them at all times when driving.

Once the order is signed by the Judge it may be used as a license for **45 days** from the date of the Judge's signature while DPS processes the occupational license card.

The following items must be submitted by **you** to the Texas Department of Public Safety (DPS) so an occupational license card can be issued:

Certified Copy of Court Order & Petition (court will mail a copy for you)
SR22 Certificate of Insurance
\$10 fee for issuance of Occupational Driver License
All Reinstatement fees paid to DPS- You may *contact DPS at (512) 424-2600*