

Checklist for Occupational License (Essential Need) Eligibility
in Justice of the Peace Court, Pct 2, Rusk County, TX

Name: _____

Date of Birth: _____

Texas Driver's License Number: _____

Last 4 digits of Social Security Number: _____

Mailing Address: _____

Phone: _____

Do you live in Rusk County: ___yes ___no

Employer: _____

You must submit a copy of your work schedule from your employer

If your license has been expired for longer than two years, you will have to retest before license will be issued.

Reason for license suspension:

(If license is suspended for convictions of non-class C misdemeanors of Alcohol or Drug charges, you must file in the Court where convicted. If because of mental or physical disabilities, or Child support disqualifications, you are not eligible for an occupational license.)

1. Obtain petition from court.
2. Obtain Certified Abstract of Complete driving record (**type AR**) (cost of \$20.00 by mail or \$22.00 online), **Omnibase report** (txfailuretoappear.com), and **Surcharge report** (txsurchargeonline.com).
3. Obtain **License Eligibility report** (texas.gov/licenseeligibility) This will show all requirements for reinstatement of license including reinstatement fees. Are you eligible for an ODL at this time? If not, why: _____
4. You may contact the court or an attorney for information and/or assistance in obtaining these records.
5. Submit **petition** and **filing fee** to proper court. A hearing will be set at this time. If judge is available and the petitioner has all required items, the hearing may be day of filing or at an appointed time and date.
Filing fee of \$54.00 (exact cash, money order, cashiers check) (a credit card/debit card may be used but the hearing will not be held until the transaction has been posted to our bank account, approximately 3 working days)
6. **Bring for hearing:**
 - Completed Petition
 - SR-22
 - Money order made out to Texas DPS for: License fee - \$10.00 for 1 year \$20 for 2 years
 - Reinstatement fees (if you wish to pay at this time/must be paid before DPS will issue license)