

**\*\*\* These forms are not a substitute for legal advice.\*\*\***

### **CHECKLIST FOR OBTAINING OCCUPATIONAL DRIVER'S LICENSE**

**\*\*NOTE: This checklist has been provided by the Texas Department of Public Safety.  
Please note that the fees reflected on this form are subject to change. \*\***

The requirements for the issuance of a Texas Occupational Driver's License are indicated below:

- 1) A certified copy of the petition and a certified copy of a legally issued court order finding an essential need for operating a non-commercial motor vehicle and setting forth the conditions for such driving. Actual travel time does not have to be continuous, but specific hours must be stated in the Court Order, and shall not exceed twelve (12) hours in any twenty-four (24) consecutive hours.
- 2) The filing of an SR-22 certificate and the maintenance of such proof of financial responsibility (an original pink certificate of liability insurance, PHOTOCOPIES ARE NOT ACCEPTABLE). An insurance agent may assist you in obtaining the SR-22.
- 3) A \$10.00 fee for the issuance of the Occupational Driver's License for one year or less.
- 4) A \$20.00 fee for the issuance of the Occupational Driver's License for 2 years or less.
- 5) A \$50.00 / \$100.00 statutory reinstatement fee is required to complete your Driver Improvement requirements. (This fee may be paid now, or at the end of the suspension period.)
- 6) A \$125.00 statutory reinstatement fee for the Administrative License Revocation.
- 7) Complete for SR-37, providing information to appear on the Occupational License.

**\*\*\*All fees must be paid before the department may issue an occupational license.**

**\*\*\*An occupational license cannot authorize the operation of a commercial motor vehicle.**

**\*\*Return all specified items in one package to expedite issuance of the Occupational License.**

**Mail to the following address:**

**Occupational License Section  
Safety Responsibility  
Texas Department of Public Safety  
P.O. Box 15999  
Austin, Texas 78761-5999**

## **NOTE**

**1) Complete the SR-37 Form.**

Send it along with your original SR -22 insurance certificate, the SIGNED order Granting Occupational Driver's License, and any fees to the address printed at the bottom of the Checklist for Obtaining Occupational Driver's License.

**2) It usually takes from 2 to 4 weeks for the Department of Public Safety to issue an occupational driver's license. A certified copy of the signed Order Granting Occupational Driver's License will serve as the license until the DPS sends you the official occupational driver's license in the mail.**

**After you receive the license from the 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**

**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**

Date of Birth				Color Eyes	Color Hair	Weight	Height	DL #
Month	Day	Year	Sex				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, Texas 78761-5999**

**Applicant Signature**

\_\_\_\_\_  
**Information below this line is for department use only**

**Date of Issue:** \_\_\_\_\_ **Expire:** \_\_\_\_\_