

## Filing an Occupational License in the Wise County Court at Law

### To file for an Occupational Driver's License you must:

- File a Petition with the Wise County Clerk's Office. A filing fee of \$252.00, which includes one (1) certified copy, is to be paid at the time of filing.
- Obtain a SR-22 Certificate of Insurance. A copy must be filed along with petition.
- Provide a certified abstract of your complete Driving Record (Type AR). This can be requested from the following DPS website. The Driving Record is not filed with the petition, but does have to be presented to the Judge.  
[www.texasonline.state.tx.us/NASApp/txdps/TXDPSLicenseeManager](http://www.texasonline.state.tx.us/NASApp/txdps/TXDPSLicenseeManager)
- Present to the Judge the Order suspending your license.
- If you are requesting a license for your employment, present a letter on company letterhead, signed by a supervisor, verifying your employment.
- Also you must prepare an Order for Occupational Driver's License for the Judge's signature.

Once you have filed your Petition and obtained the foregoing documents, contact the Court, 940-683-0268 to arrange a time to present your Order to the Judge.

**Neither the Wise County Courts at Law or the Wise County Clerk have petitions or orders. Documents are to be obtained through an attorney or on your own.**

### Petition and Order needs to contain:

- Requirements as set out in the Transportation Code Section 521.241 - 521.253, [www.statutes.legis.state.tx.us/Search.aspx](http://www.statutes.legis.state.tx.us/Search.aspx)
- Reason license suspended
- Specific hours of the day, or a request to be allowed to keep a log book (in either event not to exceed twelve(12) hours in any given twenty-four (24) consecutive hour period)
- Days of the week
- Reason for travel, where applicant is employed or attending school or reason for occupational license
- Counties of travel
- Applicant's previous driver's license number and when license was suspended
- There may be other requirements that need to be contained in your Petition and Order not listed above. Reference the Transportation Code Sections 121.241 – 521.253 for specific requirements that tailor your situation.

### Notice

This procedure can be very complicated. It may be beneficial to employ an attorney to assist you. The Judge, the County Clerk, and the respective staff are **prohibited by law to assist you** in the preparing of the application or procedural steps taken after the Judge signs the order.

## What is an Occupational Driver's License?

An Occupational Driver's License is a restricted license issued to a person whose license has been suspended or revoked for certain reasons. An occupational license authorizes the operator of a **non-commercial** motor vehicle in connection with a person's occupation, for education purposes or in the performance of essential household duties. Requests for such licenses are made to the county or district court in the county of the licensee's residence or to the court of original jurisdiction where the offense occurred.

If granted, the court order alone is **not** an Occupational Driver's License. Along with the order there are other requirements needed to be submitted to the Texas Department of Public Safety so an Occupational License can be issued. Contact DPS at: (512) 424-2600 or at their website [www.txdps.state.tx.us/administration/driver\\_licensing\\_control/](http://www.txdps.state.tx.us/administration/driver_licensing_control/). The court order may be used as a license for 30 days from the date of the judge's signature while DPS processes the occupational license.