

Filing for an Occupational Driver License in Victoria County

What is an occupational license?

An occupational license is a special restricted license issued to persons whose license has been suspended or revoked for certain offenses. [Texas Transportation Code Section 521.242, 37 Texas Administrative Code 15.7.](#)

Is the court order the occupational license?

No, this is the order granting the occupational license. **The court order and all other required items must be submitted by you to the Texas Department of Public Safety (DPS)** so an occupational license can be issued. **Note: The County Clerk's office does not forward any documents to DPS.**

Contact DPS at: (512) 424-2600 or at their website:

<http://www.dps.texas.gov/DriverLicense/>

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.

Can I get a refund if the License is not granted?

The filing fee is \$240.00 plus the cost for 2 sets of certified copies. We can only refund the cost of un-issued certified copies.

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

Familiarize yourself with the requirements as set out in the Transportation Code Section 521.241 - 521.253, <http://www.statutes.legis.state.tx.us/Search.aspx>

1. File a Petition with the Victoria County Clerk's Office. You can review a petition sample at http://www.texaslawhelp.org/documents/clusters/TX/194/English/ODL_Petition.pdf. You must sign the petition before a Notary Public.

2. Obtain and file an SR-22 Certificate of Insurance. An Insurance Agent may assist you in obtaining the SR-22.

3. Obtain and file a Driving Record. This can be requested from the following DPS website: <http://www.txdps.state.tx.us/DriverLicense/>

4. Obtain and file a letter from employer or school certificate if needed.

5. Print, fill out and file civil case information sheet.

[Civil Case Information Sheet](#)

6. Print, fill out and file check list.

[Occupational License Checklist](#)

7. Print, fill out and file Order Granting Occupational License.

[Order Granting Occupational License](#)

8. After filing your petition, you may need to contact the Court Coordinator to arrange a time to present your Order to the Judge, if this hasn't been established at the time the petition is filed. You will be given a blank Waiver that you may wish to take to the Victoria County District Attorney's Office to be signed by a prosecutor. (If they do not sign the waiver, you should bring the waiver back to the County Clerk's office or to court with you.)

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.