



## JUDGE AL CERCONE

Justice of the Peace  
Precinct 3, Place 1  
Dallas County

### **Occupational Driver's License (ODL) Information**

This information is not intended to be legal advice. If you need legal advice, please consult a competent attorney.

An occupational driver's license (ODL) is a restricted license that lets you drive at certain times, on specific days, under certain conditions, when you have an essential need to drive. An "essential need" means you need to drive to do your job, to get to and from work or school, or to do essential household duties.

You are not eligible for an ODL if:

- You lost your driving privileges because of a mental or physical disability.
- You lost your driving privileges for failure to pay child support.
- You need it to drive a commercial motor vehicle.
- You have received two ODLs in the past 10 years after a conviction.
- You have a "hard suspension" waiting period due to a prior DWI arrest or conviction.
- The judge thinks you do not have an essential need or is worried about public safety.

To request an ODL, you must:

- File a Petition for Occupational License in the county and precinct where you reside.
- File an SR-22 Financial Responsibility Insurance Certificate.
- File a signed letter from your employer on employer letterhead regarding the need to drive. If you are retired, disabled, or on public assistance, a sworn affidavit of status with proof may substitute for an employer's letter.
- File a Type AR-Certified Abstract of Complete Driver Record which can be obtained from the Department of Public Safety (DPS) at <https://txapps.texas.gov/tolapp/txldrcdr/TXDPSLicenseeManager>.
- File a copy of the Order of Suspension Notice from DPS.
- Pay a \$54.00 filing fee.

If the ODL is granted, you will be required to pay for two certified copies of the ODL order and one certified copy of the ODL petition. The fees for certified copies are \$2.00 for the first page and \$0.25 for each additional page. The court will send a certified copy of the ODL petition and a certified copy of the ODL order to DPS. You must keep the other certified copy of the ODL order with you at all times while driving. The signed ODL order may be used as a license for 45 days from the date of the Judge's signature while DPS processes the ODL card.

If the ODL is granted, you must submit the following items to DPS to obtain your ODL card:

- An SR-22 Financial Responsibility Insurance Certificate
- Payment of the \$10.00 occupational license fee
- Payment of all reinstatement fees

All required items should be submitted in one envelope to the mailing address below for processing. You must write your full name, date of birth, and driver license number on each document submitted.

Texas Department of Public Safety  
Enforcement and Compliance Service  
P.O. Box 15999  
Austin, TX 78761-5999