

525 Lakeshore Drive  
Port Arthur, Texas 77642



(409) 983-8330  
(409) 989-3670 FAX

**TOM GILLAM III**  
**Justice Of The Peace**  
**Precinct Eight**

**Occupational License**

An occupational license, also called an essential need license, is a special type of restricted license issued to individuals whose driver license has been suspended, revoked or denied for certain offenses other than medical or delinquent child support.

**NOTE:** Individuals may still qualify for an occupational license even if their driver license has been suspended for surcharges.

An occupational license authorizes the operation of a non-commercial motor vehicle in connection with an individual's:

1. Work,
2. School-related activities, or
3. Performance of essential household duties.

**Request an Occupational License**

Request for an occupational license must be made to the Justice of the Peace, county or district court where the individual lives or to the court of original jurisdiction where the offense occurred. **Filing fee in Justice of the Peace Court is \$51.00.**

If the Justice of the Peace, county or district court determines the individual is eligible to apply for an occupational license, then the court order will be issued. The court order is not the occupational license. A court order is only the order with authorized the Department of Public Safety (DPS) to issue the occupational license.

**Driver Record Type**

A complete driver record includes nonserious violation for a 15-year period; after 15 years, the violation is removed. Serious violations, such as DWI or No Liability Insurance, are never removed from a driver record. Out-of-state convictions also will appear on a Texas driver record. All crashes investigated by a law enforcement officer become part of the driver record. For questions about a crash, contact the **Texas Department of Transportation.**

## Type AR

Certified abstract of complete driver record

- Type 3 information, plus
- All suspensions in the record
- Type AR contains all information in a driver record.

## Information for Place of Employment

Submit a letter to the Court from your job on company letterhead stating the days and time you are scheduled to work.

## Travel Information

Submit to the court driving directions to and from your place of employment and other related travel.

## Issuance of an Occupational License

The court order and all required items must be submitted to DPS before and occupational license will be issued. The court order may be used as a driver license for 45 days from the judge's signature while the request for an occupational license is processed.

Individuals must submit the following items to DPS:

1. A certified copy of the petition and a certified copy of the court order granting the occupational license.
  - The judge has the authority to grant an occupational order.
  - If the individual is participating in a special drug court program, then the petition is not required.
2. **A Financial Responsibility Insurance Certificate (SR-22).**
3. Payment of the **occupational license fee.**
  - An occupational license is typically issued for one year or less; the maximum length of issuance is two years.
4. Payment of **reinstatement fees.**

DPS Mailing Address, Fax Number and Email Information

Required documents can be submitted by mail, fax or email. All documents submitted by email must be in PDF format. Individual must write their name, date of birth and driver license number on all documents so their record can be properly identified.

**Mailing Address:**

Texas Department of Public Safety  
Enforcement and Compliance Service  
P. O. Box 4087  
Austin, TX 78773-0320

**Telephone Number:** 512-424-2600

**Fax Number:** 512-424-2848

**Email:** [driver.improvement@dps.texas.gov](mailto:driver.improvement@dps.texas.gov)

**\*\*\*\* ONCE AN ORDER GRANTING OCCUPATIONAL LICENSE HAS BEEN SIGN BY THE JUDGE PLEASE CONTACT DPS WITHIN “14” DAYS TO CONFIRM RECEIPT OF ALL DOCUMENTS\*\*\*\***

**Waiting Periods**

An occupational license is issued once the request is processed unless one of the following situations applies

1. The individual's driver license was previously suspended as a result of an alcohol-or drug-related offense then there is a 90 day waiting period.
2. The individual's driver license was in suspension as a result of an intoxication-related conviction then there is a 180-day waiting period.
3. There are at least two administrative license revocations on the individual's driver record than a mandatory one-year waiting period applies.

**Individuals Not Eligible**

If an individual's driving privilege is currently suspended, revoked, cancelled or denied under any law in the State of Texas, then an occupational license will not be issued to operate a commercial driver license.

**Driver Eligibility Status**

For individual's who are required to submit compliance documents (i.e. certificate of completion, SR-22, ect.), their driver eligibility status will change from "ineligible" on the [License Eligibility](#) website once all documents have been processed and fees have been paid.

**Occupational Driver License**

New or renewal **\$20** per year Issued up to two years

## **Financial Responsibility Insurance Certificate (SR-22)**

A Financial Responsibility Insurance Certificate (SR-22) is a type of motor vehicle liability insurance. An SR-22 can be issued by most insurance providers and certifies that an individual has the minimum liability insurance as required by law. An insurance provider will automatically notify the Texas Department of Public Safety (DPS) when an SR-22 is cancelled, terminated or lapses.

## **Financial Responsibility for Crash, Conviction or Judgment**

Any individual whose driving privilege has been suspended or revoked as the result of a car crash, conviction or judgment is required to file an SR-22 with DPS and maintain coverage for accepted in place of an SR-22.

## **Authorized Insurance Providers**

Individuals should contact their local insurance agent or provider to obtain an SR-22 or visit the **Texas Department of Insurance** for a complete list of providers authorized to write liability insurance for the State of Texas.

Individuals who do not own a vehicle should ask an insurance provider about a Texas Non-Owner SR-22 Insurance Policy.