



## Occupational Driver's License Checklist

### What We Need:

In order to process your Occupational Driver's License (ODL), you must email us with the following items at [charlie@roadmanlaw.com](mailto:charlie@roadmanlaw.com):

- SR 22 certificate of financial responsibility.** Purchased through your current insurance provider or a SR-22 insurance provider.
- A certified copy of your **"AR" driving record** from DPS.
  - **If you have a Texas license** - Order your driving record online for \$22 at <https://www.dps.texas.gov/DriverLicense/driverrecords.htm>
  - **If you no longer have a copy of your Texas license** - Order your driving record via mail <https://www.dps.texas.gov/InternetForms/Forms/DR-1.pdf> with a \$20.00 check or money order.
  - **If you never had a Texas license** - Call our office.
- A **pay stub** from your employer. If you are self-employed or unemployed, please write a letter addressed to the judge explaining your essential need to drive.
- A **list of the counties and hours** in which you are requesting to drive. With an ODL, you are permitted to drive up to 12 hours per day. The 12 hours need not be consecutive. For example, you could drive from 6:00-9:00am (3 hours), then 10:00am-1:00pm (3 hours) and 4:00-10:00pm (6 hours) for a total of 12 hours or 8:00am-8:00pm (also 12 hours).
- \$55 filing fee** for Justice of the Peace Precinct 5 (subject to change). You pay this fee to our office and we pay JP5 when we file the petition.
- \$135 license reinstatement fee and ODL fee** for DPS (subject to change if you have had other issues with your license). You also pay this fee to our office, and we will pay DPS on your behalf when we send in the completed ODL.
- Confirmation of your **current home and mailing address**.
- Signed and notarized ODL application**. Stop by the office to sign the application.

Please read this FAQ <https://roadmanlaw.com/odl-jp5-faq> for more information.