Filing for an Occupational Driver License in Williamson 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, Texas Administrative Code Title 37 Chapter 17.

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 unless requested and paid for.** ***Contact DPS at: (512) 424-2600 or at their website:*** www.dps.texas.gov/DriversLicense/

The court order may be used as a license for 45 days from the date of the judge's signature while DPS processes the occupational license.

Can I get a refund if License is not granted?
Filing fee is $240.00 plus cost for 2 sets 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, **www.statutes.legis.state.tx.us/Search.aspx**

1. File a Petition with the Williamson County Clerk's Office. You can review a petition sample at **https://www.texaslawhelp.org/toolkit/occupational-driver%E2%80%99s-license** or in the County Clerk's Research Department located in the Basement. You must sign the petition before a Notary Public.

2. Obtain and file a 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:
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

Order Granting Occupational License with Ignition Interlock Installed

8. If you are assigned to County Court at Law No. 2 and your License has been suspended for driving while license invalid/suspended, you will need to request and file an Order of Suspension from DPS.

9. After filing your petition, you may need to contact the Court Coordinator to arrange a time to present your Order to the Judge. The Clerk's office will provide you with the appropriate name and phone number at the time of filing your petition. Your petition generally must be reviewed by the Williamson County Attorney's office before you can present your case to the Judge.

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.