

CHECKLIST FOR OCCUPATIONAL LICENSE

****CLERKS CANNOT ANSWER LEGAL QUESTIONS****

1. COMPLETED PETITION (NOTARIZED OR SIGN IN FRONT OF COURT CLERK OR A NOTARY)
2. PROOF OF INSURANCE OR A COPY OF AN SR 22 FROM INS. CO.
3. COPY OF THE COURT ORDER THAT SUSPENDED YOUR LICENSE, UNLESS IT IS A DEPARTMENT OF PUBLIC SAFETY ADMINISTRATIVE SUSPENSION.
4. IF REQUEST IS FOR DRIVING TO WORK YOU NEED A LETTER FROM YOUR EMPLOYER OR IMMEDIATE SUPERVISOR ON YOUR EMPLOYER'S LETTERHEAD (OR AN AFFIDAVIT) THAT VERIFIES YOUR WORK SCHEDULE. FOR SCHOOL A LETTER FROM THE SCHOOL WITH CLASS SCHEDULES.

COURT HEARING WILL BE SET AROUND 21 DAYS FROM FILING DATE.

\$46.00 FILING FEE (CASH/CHECK/MONEY ORDER/CASHIER'S CHECK)

THE COURT ORDER MAY BE USED FOR 45 DAYS FROM THE DATE OF THE JUDGE'S SIGNATURE WHILE THE REQUEST IS PROCESSED.

YOU WILL HAVE TO COMPLETE THE PROCESS WITH DPS TO GET A COPY OF YOUR OCCUPATIONAL LICENSE. SEE FORM LETTER ON WEBSITE, ALSO FORM SR37. YOU WILL FILL BOTH OUT AND SEND WITH A CERTIFIED COPY OF THE ORDER TO DPS.

YOU WILL BE REQUIRED TO CARRY YOUR PAPERWORK AT ALL TIMES WHILE DRIVING A VEHICLE. FAILURE TO DO SO MAY RESULT IN A CITATION FOR DRIVING WHILE LICENSE INVALID.