



**CAROL SWIZE**  
KARNES COUNTY, COUNTY CLERK  
210 W. CALVERT, SUITE 100  
KARNES CITY, TX 78118  
(830)-780-3938  
(830)-780-4576

### **OCCUPATIONAL LICENSE INFORMATION**

Filing an Occupational License in the Karnes County Court

**Notice: This procedure can be very complicated; it is 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 Judge signs the order.**

“7 Easy Steps” to getting an Occupational License (OCC):

1. Go to [texaslawhelp.org](http://texaslawhelp.org) to download a copy of a packet for an occupational driver license.
2. Go to or call any insurance company to purchase a Financial Responsibility Insurance Certificate ([SR-22](#)).
3. Go to [dps.texas.gov](http://dps.texas.gov) for a copy of your certified AR driver record (if you currently have an ID, also download a copy of the [DL-174](#) to surrender the ID).
4. Go to the County Clerk’s Office to present the documentation, the filing fee is **\$350**. Upon Court approval, they will give you a copy, this copy you will keep on you at all times while driving.
5. Make a check/money order payable to DPS for your [reinstatement](#) & [occupational license fee](#), (\$10 for a 1-year license or \$20 for a 2-year license.)
6. The clerk’s office will also mail certified mail a copy of all the above to:  
Texas DPS  
Attn: CCR  
P.O. Box 15999  
Austin, Texas 78761

You will be able to drive on your copy of the court order for 45 days during the up to 21 business days it may take for DPS to process the OCC.

1. (This step ONLY applies if your license has been expired for more than 2 years.) Once DPS processes the court order, you will receive a letter advising you to Schedule an appointment for driver license/identification card services. Click [here](#) to visit a Texas Driver License Office to complete any required testing.



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Our office **does not** provide any forms such as petitions and orders. This is to be obtained through an attorney or on your own.

Petition and Order needs to contain:

- Requirements as set out in the Transportation Code Section 521.241- 521.253, [www.statutes.legis.state.tx.us/Search.aspx](http://www.statutes.legis.state.tx.us/Search.aspx)
- Reason license is suspended
- Specific hours of the day, or a request to be allowed to keep a log book (in either event not to exceed twelve (12) hours in any given twenty-four (24) consecutive hour period)
- Days of the week
- Reason for travel
- Applicant's previous driver's license number and when license was suspended
- There may be other requirements that need to be contained in your Petition and Order not listed above. Reference that Transportation Code Sections 121.241-521.253 for specific requirements that tailor your situation.