

# CRAIG M. GREAVES

ATTORNEY AT LAW

Office: 979/779-9388  
Fax: 979/779-9387  
[www.greaveslaw.com](http://www.greaveslaw.com)

118 B South Main Street  
Bryan, Texas  
[craig@greaveslaw.com](mailto:craig@greaveslaw.com)



Leah R. Mullett  
Legal Assistant  
[leah@greaveslaw.com](mailto:leah@greaveslaw.com)

Nicole T. Greaves  
Office Manager  
[nicole@greaveslaw.com](mailto:nicole@greaveslaw.com)

## OBTAINING A CERTIFIED COPY OF YOUR DRIVING RECORD

Since you either failed or refused to take a chemical test to determine what your blood alcohol content was at the time that you were arrested, there is a good chance your driver's license will be suspended. In the event that this suspension becomes a reality, you will in all likelihood be eligible to obtain an essential needs/occupational driver's license.

Prior to issuance of such license, the Court requires that you provide for its review an Abstract Record (which is also Certified) copy of your driving record. Therefore, I have attached a form that the Texas Department of Public Safety (DPS) requires a person to send in when requesting a certified copy of their driving record.

IF you have your driver's license that contains the AUDIT number down the side of the picture, you may request that record online at:

<http://www.dps.texas.gov/DriverLicense/driverrecords.htm>.

On average it takes between two (2) to three (3) weeks from the time that you mail in the attached form until you receive your requested certified copy. Therefore, I would ask that you please mail this form and a \$20.00 cashier's check/money order to DPS as soon as possible. If you fail to timely do so, this could cause significant delay in obtaining you an essential needs/occupational driver's license if the need arises.

Upon receiving your certified copy of your driving record in the mail, I would ask that you please get this driving record to my office as soon as possible. You can get this record to my office via regular mail, e-mail or hand delivery.

Sincerely,

*Craig M. Greaves*  
Craig M. Greaves

Enc.

P.S. I have also attached an example of this form in order to give you a better idea of how to fill it out.

## ESSENTIAL NEEDS / OCCUPATIONAL LICENSE INFORMATION

An essential needs license, sometimes referred to as an occupational driver's license, is a restricted license issued by a Court to a person whose Texas driver's license has been suspended or revoked (other than for medical reasons or delinquent child support). An essential needs license will only authorize the operation of a motor vehicle:

- To travel to and from locations necessary in the performance of a person's employment duties;
- To travel to and from the location of the educational institution that a person attends;
- To travel to and from locations necessary for a person to complete his/her court ordered obligations (e.g., perform community service hours, attend drug/alcohol counseling, etc.); and/or
- To travel to and from locations necessary for a person to perform essential household/parental duties (e.g., purchase groceries, take a child to school, etc.).

In most instances, the Court will only allow you to drive a maximum of **four (4)** hours per day. When you can begin driving and when you must end driving for the day is dependent on what your essential need is to drive. You are able to ask for a **twelve (12)** hour window in which to drive, but must **not** exceed the **four (4)** hour limit given to each day you are allowed to drive.

### EXAMPLE:

**Start Time:**

*You need to be at school/work at 8:00 a.m. It takes thirty (30) minutes to get from your residence to school/work. The court will allow you to start driving at 7:30 a.m.*

**End Time:**

*You are finished with class at 5:00 p.m. After you get out of class, you need two (2) hours to run errands (e.g., get groceries, do laundry, pick up a child at daycare, etc.) and to then get home. You must then end driving at 7:30 p.m.*

As illustrated in the above example, the Court will grant you some latitude to run errands and perform other essential household duties after you get out of school and/or off work. However, the Court is very hesitant to let individuals drive after 8:00 p.m. unless there is a truly compelling need to do so (e.g., work after 8:00 p.m., have tutoring sessions after 8:00 p.m., etc.).

The Court will only grant a request to drive on Saturdays or Sundays if you work one or both of those days. If you have a schedule that requires you to work both those days the Court may consider giving you both if you have a day during the week that driving would not be essential.

You will be limited by the Court to drive only in the county in which you currently reside, unless:

- Your employment requires you to travel in and/or through a different county than the one in which you currently reside;

- The educational institution you attend is located in a different county than the county in which you currently reside; and/or
- You are required to attend Court proceedings in a different county than the county in which you currently reside.

**NOTE:** *The Courts do not consider it an essential need to drive out of the county in which you currently reside to visit your family and/or a significant other.*

### **DRIVING LOG**

You will need to keep an accurate record of your driving activity. When doing so, you will need to note the time and the physical description/address of your starting point when you leave one location to drive to another location. Once you arrive at your destination, you will then need to record the time of your arrival and the physical description/address of your end point. Additionally, you will need to document the essential purpose of why you needed to travel from your starting location to your ending location.

**EXAMPLE:**

*It is Monday August 4th, you leave your residence driving to work/class at 7:45 a.m. You will need to record that at 7:45 a.m. you left your home with your destination being school/work. You arrive at school/work at 8:00 a.m. You will then need to note the time of your arrival, as well as the physical location/address of the place to which you just arrived. Your drive time took a total of 15 minutes, so note that as well. You have just used 15 minutes of your four (4) hour maximum for the day. You still have a total of three (3) hours and forty-five (45) minutes of driving time available for use.*

<b>AUGUST 14, 2010</b>				
<b>Departure Time</b>	<b>Description of Starting Point</b>	<b>Arrival Time</b>	<b>Description of End Point</b>	<b>Purpose of Travel</b>
7:45 AM	Home 1234 Any Street Bryan	8:00 AM	Texas A&M University College Station	To attend classes.  (-) 15 minutes

**NOTE:** *It is very important that you accurately maintain your driving log. If you are stopped by a member of law enforcement, he/she will in all likelihood inspect this log very closely.*

### **SR-22 INSURANCE**

Per the Texas Safety and Responsibility Act, a person whose driving privileges have been suspended is required to file and maintain a Form SR-22 with the Texas Department of Public Safety (DPS) for at least the period of the person's suspension. A Form SR-22 is a *Certificate of Insurance* that requires an insurance company to notify DPS if at anytime a policy holder allows his/her insurance coverage to be canceled or lapse.

**NOTE:** *Your current insurance policy cannot be accepted in place of an SR-22 because a standard insurance policy does not require the insurance carrier to notify DPS if a policy holder cancels or allows his/her policy to lapse.*

**NOTE:** *For further information on SR-22 insurance coverage, go to the Texas Department of Public Safety's website:*

*<http://www.txdps.state.tx.us/DriverLicense/sr22InsuranceCertificate.htm>*

**IN ORDER TO OBTAIN AN ESSENTIAL NEEDS DRIVER'S LICENSE, I NEED YOU TO DO THE FOLLOWING:**

Once you have collected all items required, the information that you provided will be utilized to draft your petition requesting an essential need license. Therefore, it is very important that you fill this document out completely and accurately. **Please** e-mail any and all documents requested (if possible) to: [leah@greaveslaw.com](mailto:leah@greaveslaw.com).

1. Please fill out the form entitled *Essential Needs License Questionnaire* which is located below. Once you have done so, please turn this document into my office.
2. Also fill out the form entitled *Data for Texas Occupational Driver's License* that is located below. Once you have done so, please turn this document into my office.
3. If you are a student, I will need you to provide me with a copy of your class schedule from the current semester of your attendance. The class schedule that you provide me needs to be one that your educational institution provided you or one off of their website. I cannot be one that you just hand wrote.
4. If you are employed, I will need you to provide me with a copy of your current work schedule. This schedule will need to be accompanied by a letter from an immediate supervisor at your job. In this letter, your supervisor will need to verify that the hours listed on the schedule that you submitted to me is an accurate representation of the hours that you actually work.
5. Make a check payable to Craig M. Greaves in the amount of \$450.00 (you can also pay cash or put this amount on a credit card). Once the \$450.00 has been received, \$315.00 of these funds will be paid by my office to the district clerk to cover the fee associated with me filing your *Petition for an Essential Needs License*. The remaining \$135.00 of the money you paid to my office will be sent to the DPS to cover the fees that DPS charges to issue your essential needs license and to reinstate your driving license at the end of your suspension period.
6. Obtain a Form SR-22 from your insurance company or another insurance company of your choice and provide proof that you obtained this coverage to my office.

**Note:** Upon receipt of the above mentioned forms and monies, I will prepare and file your *Petition for an Essential Needs License*. The Court will then set this matter on the docket for a hearing at its first available opportunity. Hopefully, this hearing will be within seven (7) to ten (10) days of the date that I filed your petition. Unfortunately, it sometimes takes longer depending on how backed up the Court is.

Once a hearing date is set by the Court, my office will make you aware of the date and time. **In most instances it will not be necessary for you to be at the hearing.** *IF you are required to be at the hearing*, please be on time and allow yourself time to get to the courthouse, park and go through the metal detectors. Also, please dress appropriately (i.e. no shorts, no caps, etc.).

Lastly, the ability to obtain an essential needs license is not a right. It is a privilege. On the whole, judges do not have a problem granting these. However, there are always exceptions. So if you are required to attend this hearing, be prepared to respectfully answer any questions that a judge might ask you as to why you think that you deserve an essential needs license. I will be there with you when the judge questions you about your request, but the decision to grant your essential needs license is totally up to the judge and what he/she thinks about your request.

## ESSENTIAL/OCCUPATIONAL NEEDS LICENSE QUESTIONNAIRE

Name:

--	--	--

First

Middle Initial

Last

Current  
Address

*Street, Highway or County Road (No P.O. Box)*

--	--	--

City

State

Zip Code

Name of  
Employer

---

Address of  
Employer

---

Description  
of Job  
Duties

---



---



---

Educational  
Institutions  
Attending

---



---



---

### REQUIRED DRIVING TIMES\*

\* The times you list below must be the times that would be essential for you to drive (e.g. to drive to and from work/school, provide child care, etc.) You may want to consider using a 12 hour window in which you can use your 4 hours of driving time allotted to you each day.

	Start	End	Start	End	Start	End	Start	End
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

# TEXAS DPS

## APPLICATION FOR COPY OF DRIVER RECORD



**MAIL TO: Texas Department of Public Safety, Box 149008, Austin, TX 78714-9008**

DO NOT MAIL CASH. Mail check or money order payable to: Texas Department of Public Safety

Any questions regarding the information on this form should be directed to the Contact Center at 512-424-2600. Allow 2-3 weeks for delivery.

### Check Type of Record Desired

### FEE

- 1. Name – DOB – License Status – Latest Address. \$ 4.00
- 2. Name – DOB – License Status – 3 Year Record only lists Crashes/Moving Violations. \$ 6.00
- 2A. CERTIFIED version of #2. This Record is Not acceptable for a Defensive Driving Course (DDC). \$ 10.00
- 3. Name – DOB – License Status – Record of ALL Crashes/Violations. **Furnished to Licensee Only.** \$ 7.00
- 3A. CERTIFIED version of #3. **Furnished to Licensee Only and is Acceptable for DDC.** \$ 10.00
- 4. Abstract Record – Certified abstract of completed driver record. \$ 20.00
- Other: (Original Application, DWLI, etc.) \_\_\_\_\_ \$ \_\_\_\_\_ .00 (If Required)

### Mail Driver Record To: (Please Print or Type)

Requestor's Last Name \_\_\_\_\_ Requestor's First Name \_\_\_\_\_

Street Address \_\_\_\_\_ Texas Driver License Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Daytime Telephone Number (include area code) \_\_\_\_\_

### If requesting on behalf of a business, organization, or other entity, please include the following:

\_\_\_\_\_  
Name of business, organization, entity, etc.

\_\_\_\_\_  
Your Title or Affiliation with above

\_\_\_\_\_  
Type of business, organization, etc. (i.e., insurance provider, towing company, private investigation, firm, etc.)

### Information Requested On:

\_\_\_\_\_  
Texas Driver License Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Suffix (SR., JR., etc.)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name/Maiden Name

### Individual's Written Consent For ONE TIME Release to Above Requestor

(Requestor, if you do not meet one of the exceptions listed on the back of this form, please be advised that without the written consent of the driver license/ID card holder, the record you receive will not include personal information.)

I, \_\_\_\_\_, hereby certify that I granted access on this one occasion to my Driver License/ID Card record, inclusive of the personal information (name, address, driver identification number, etc.) to \_\_\_\_\_

\_\_\_\_\_  
Signature of License /ID Card Holder or Parent /Legal Guardian

\_\_\_\_\_  
Date

### State and Federal Law Requires Requestors to Agree to the Following:

In requesting and using this information, I acknowledge that this disclosure is subject to the federal Driver's Privacy Protection Act (18 U.S.C. Section 2721 et seq.) and Texas Transportation Code Chapter 730. False statements or representations to obtain personal information pertaining to any individual from the DPS could result in the denial to release any driver record information to myself and the entity for which I made the request. Further, I understand that if I receive personal information as a result of this request, it may only be used for the stated purpose and I may only resell or redisclose the information pursuant to Texas Transportation Code §730.013. Violations of that section may result in a criminal charge with the possibility of a \$25,000 fine.

I certify that I have read and agree with the above conditions and that the information provided by me in this request is true and correct. If I am requesting this driver record on behalf of an entity, I also certify that I am authorized by that entity to make this request on their behalf. I also acknowledge that failure to abide by the provisions of this agreement and any state and federal privacy law can subject me to both criminal and civil penalties.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

**If you are not requesting a copy of your own record or do not have the written consent of DL/ID holder, you must provide the information requested on the reverse.**

**Important Instructions – Read Carefully**

The Texas Department of Public Safety may disclose personal information to a requestor without written consent of the DL/ID holder, on proof of their identity and a certification by the requestor that the use of the personal information is authorized under state and federal law and that the information will be used only for the purpose stated and in complete compliance with state and federal law.

**You must meet one or more of the following exceptions if you do not have written consent of the DL/ID holder to be entitled to receive personal information on the above named individual. Please initial each category that applies to the requested driver record.**

- \_\_\_\_\_ 1. For use in connection with any matter of (a) motor vehicle or motor vehicle operator safety; (b) motor vehicle theft; (c) motor vehicle emissions; (d) motor vehicle product alterations, recalls, or advisories; (e) performance monitoring of motor vehicles or motor vehicle dealers by a motor vehicle manufacturer; or (f) removal of nonowner records from the original owner records of a motor vehicle manufacturer to carry out the purposes of the Automobile Information Disclosure Act, the Anti Car Theft Act of 1992, the Clean Air Act, and any other statute or regulation enacted or adopted under or in relation to a law included in the above.
- \_\_\_\_\_ 2. *(Valid for Certified Abstract)* For use by a government agency in carrying out its functions or a private entity acting on behalf of a government agency in carrying out its functions.
- \_\_\_\_\_ 3. For use in connection with a matter of (a) motor vehicle or motor vehicle operator safety; (b) motor vehicle theft; (c) motor vehicle product alterations, recalls, or advisories; (d) performance monitoring of motor vehicles, motor vehicle parts, or motor vehicle dealers; (e) motor vehicle market research activities, including survey research; or (f) removal of nonowner records from the original owner records of motor vehicle manufacturers.
- \_\_\_\_\_ 4. For use in the normal course of business by a legitimate business or an authorized agent of the business, but only to verify the accuracy of personal information submitted by the individual to the business or the authorized agent of the business and to obtain correct information if the submitted information is incorrect to prevent fraud by pursuing a legal remedy against, or recovering on a debt or security interest against the individual.
- 5. *(Valid for Certified Abstract)* For use in conjunction with a civil, criminal, administrative, or arbitral proceeding in any court or government agency or before any self regulatory body, including service of process, investigation in anticipation of litigation, execution or enforcement of a judgement or order, or under an order of any court.
- \_\_\_\_\_ 6. For use in research or in producing statistical reports, but only if the personal information is not published, redisclosed, or used to contact any individual.
- \_\_\_\_\_ 7. For use by an insurer or insurance support organization, or by a self insured entity, or an authorized agent of the entity, in connection with claims investigation activities, antifraud activities, rating or underwriting.
- \_\_\_\_\_ 8. For use in providing notice to an owner of a towed or impounded vehicle.
- \_\_\_\_\_ 9. For use by a licensed private investigator agency or licensed security service for a purpose permitted as stated on this page.
- \_\_\_\_\_ 10. *(Valid for Certified Abstract)* For use by an employer or an authorized agent or insurer of the employer to obtain or verify information relating to a holder of a commercial driver license that is required under 49 U.S.C. Chapter 313.
- \_\_\_\_\_ 11. For use in connection with the operating of a private toll transportation facility.
- \_\_\_\_\_ 12. For use by a consumer-reporting agency as defined by the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.) for a purpose permitted under the Act.
- \_\_\_\_\_ 13. For any other purpose specifically authorized by law that relates to the operation of a motor vehicle or to public safety.  
Please state specific statutory authority \_\_\_\_\_
- \_\_\_\_\_ 14. For use in the preventing, detecting, or protecting against identity theft or other acts of fraud. The Department prior to release of personal information may require additional information.

Below is an example of how numbers and letters should be written on front of this form:



1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 |

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |