

HTO OCCUPATIONAL LICENSE INFORMATION
(HTO - HABITUAL TRAFFIC OFFENDER)
Hand-out

You must be a **resident of Eau Claire County** to apply for an HTO Occupational License in Eau Claire.

HTO is 4 majors (OAR, OWI, Hit and Run, etc) or 12 minors (speeding, left of center, etc). There is a 5 year revocation period, after 2 years you can petition the court for an Occupational License.

****HOMEMAKERS qualify if they are the only driver in the household and there is a dependent.****

PROCEDURE TO PETITION THE COURT FOR AN HTO OCCUPATIONAL LICENSE

1. Confirm you have the HTO designation with the Department of Transportation by calling (608) 266-2261, and obtain a printed copy of your **driving record** from them. Bring this with you to the Clerk of Courts Office.
2. You will need to pay a **\$129.50 fee** to petition and file. (Non-refundable)
3. Come into the Clerk of Court Office **by 9:30 a.m.** on Mon – Thurs. to fill out a **petition**. (Court will not hear petitions Fridays)
4. If everything is completed in time (driving record, fee, petition), you will go into 11:00 a.m. court the same day (except Fridays).

If the court grants your petition, bring the following to the Clerk of Courts Office for the Occupational License: *if you bring these along on the day of petition, everything can be completed right away.**

1. Proof of insurance -- an SR22 form or proof of electronic filing. Obtain this from an insurance company. NOTE: If your insurance company files electronically, if possible, ask the agent for a paper copy of the SR22 form also. This is in case the electronic filing does not go through correctly to Motor Vehicle. Currently, accepted companies: American Family, Dairyland, Guaranty National, and Progressive.
2. A completed Occupational License Application -- you can obtain one beforehand either from Motor Vehicle or the Clerk of Courts Office. This takes quite a while to fill out, so it is best to have completed ahead of time.
3. \$40.00 for the Occupational License fee

The Clerk of Court will stamp your Occupational License Application with the signature of the judge that granted it. You can then take this to a Wisconsin Motor Vehicle Office to get the license itself.