

INSTRUCTIONS ON FILING A PETITION TO CHANGE THE NAME OF AN ADULT:

- Applicants must file their Petition to Change the Name of an Adult
- Original fingerprint card must be attached to the petition
- Two (2) Fingerprint cards needed: One to be filed with the Petition and one to be submitted to DPS (**see below**)
- Application and fingerprint card will be submitted to DPS along with required payment as described on the attachment to these instructions
- Once the applicant's official state and federal background check is received by the court, and is approved as in compliance, the court coordinator will set it for a hearing.



**TEXAS DEPARTMENT OF PUBLIC
SAFETY CRIME RECORDS SERVICE
Access & Dissemination Bureau**



SUBMISSION OF FINGERPRINT CARDS TO DPS/FBI FOR LEGAL NAME CHANGE

The Texas Family Code, Section 45.102, requires that each petition include a legible and complete set of the petitioner's fingerprints on a fingerprint card format acceptable to the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI).

WHERE TO GET FINGERPRINTS TAKEN: The petitioner may call 1-888-467-2080 to schedule an appointment to be fingerprinted at a "Print and Go" FAST location or access the website at www.identogo.com and select **Option B – Fingerprint Cards**. Fingerprints cannot be transmitted to DPS electronically. The fee for this fingerprinting service is \$20.00, includes two fingerprint cards. Petitioner must submit both fingerprint cards and all required information to DPS by mail.

FEES: Under the authority of Chapter 411.088, Texas Government Code, DPS charges a \$15.00 fee and the FBI a \$13.25 fee for processing State and Federal background checks. A cashier's check, certified check, personal check or money order made payable to Texas DPS in the amount of \$28.25 must be attached to the fingerprint cards, along with a copy of the court petition.

INFORMATION ON THE CARDS: All cards submitted to DPS by mail must include a complete set of legible fingerprints and the following information about the petitioner and court being petitioned:

- | | |
|--|---------------------------------------|
| -Full Printed <u>Current Legal Name</u> | -Sex |
| -Signature (Must match <u>Current Legal Name</u>) | -Date of Birth |
| -Date printed & signature of official | -Social Security Number |
| -Petitioner's/Attorney's Mailing Address (Residence of person Fingerprinted) | -Cause/Case Number (in the OCA field) |
| -Place of birth (POB) | -Race |
| -Driver License Number (in the MNU field) | |
| -Reason Fingerprinted (Legal Name Change - Family Code Section 45.001) | |

A copy of the filed petition MUST be attached to the fingerprint card(s), and include the District Court number and Cause/Case number.

WHERE TO SEND COMPLETED CARDS:

Mail completed fingerprint cards and payment:
Texas Department of Public Safety
Central Cash Receiving
P. O. Box 15999
Austin, Texas 78761-5999

WHERE RESPONSES WILL BE SENT: Responses, other than rejects, will be sent from DPS directly to the court.

QUESTIONS: For questions, call the Criminal History Inquiry Unit at (512) 424-5079, Option 3.

Please be advised that extreme care should be taken in following the directions above to alleviate any delay in processing the request.