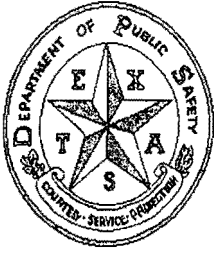


INSTRUCTIONS ON FILING A PETITION TO CHANGE THE NAME OF AN ADULT:

- 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 \$9.95. Petitioner must submit 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 \$14.75 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 \$29.75 must be attached to the fingerprint card(s).

INFORMATION ON THE CARD: 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 Name
- Race
- Signature
- Petitioner's Mailing Address
- District Court Name/Number and City (in the ORI field)
- District Court Originating Agency Number (in the ORI field)
- Reason Fingerprinted (Legal Name Change - Family Code Section 45.001)
- Sex
- Date of Birth
- Social Security Number
- Cause/Case Number (in the OCA field)

WHERE TO SEND COMPLETED CARD: Mail completed fingerprint card(s) and payment to:
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.

Extreme care should be taken in following the directions above to alleviate any delay in processing the request.



TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N. LAMAR BLVD. - BOX 4143 - AUSTIN, TEXAS 78765-4143
CRIME RECORDS SERVICE
512 / 424-7364



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Effective October 1, 2016

The FBI will implement new fingerprinting fees. The new FBI Fingerprint fee will be \$12.00, down from \$14.75. This will directly affect the legal name change process. Please update all handouts and website instructions for legal name change to reflect this change. If you have questions please call 512-424-2474 option 3.

Thank you for your assistance during this transition.

Zack Sharaf
Criminal History Support Supervisor
Access and Dissemination Bureau
Crime Records Service

