

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 Current Legal Name
- Signature (Must match Current Legal Name)
- Date printed & signature of official
- Petitioner's/Attorney's Mailing Address (Residence of person Fingerprinted)
- Place of birth (POB)
- Driver License Number (in the MNU 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)
- Race

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.



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



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

The Texas Family Code, Section 45.102, requires that each petition include a legible and complete set of the adult 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 is required to submit only one (1) fingerprint card and all other required information to DPS by mail. *Additional fingerprint cards may be required if prints are rejected*

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 card, along with a copy of the court filed 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: Please be advised that extreme care should be taken in following the directions below to alleviate any delay in processing the request.

- Full Printed – **must be your current legal name**
- Signature (Must match Current Legal Name)
- Date printed & signature of official
- Petitioner's/Attorney's Mailing Address (Residence of person Fingerprinted)
- Place of birth (POB)
- Driver License Number (in the MNU field)
- Reason Fingerprinted (Adult Legal Name Change - Family Code Section 45.001)
- Sex
- Date of Birth
- Social Security Number
- Cause/Case Number (in the OCA field)
- Race
- Court stamped copy of filed petition

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

Please Note: The Texas Department of Public Safety will not re-send fingerprint results after 60 days from the date DPS processed the applicant's fingerprints.

WHERE TO SEND COMPLETED CARDS:

Mail completed fingerprint card 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) 424-2474, Option 2.