

**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 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](http://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 \$12.00 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 \$27.00 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.**

**\*Please do NOT redact any information on the fingerprint card or petition\***

- Full printed name – **must be your true legal name**
- Signature (must match true 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)
- Sex
- Date of Birth
- Social Security Number
- Cause/Case Number (in 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.