PROCEDURES FOR NAME CHANGE OF AN ADULT

This form packet contains these documents:

- 1. Name Change Checklist
- 2. Original Petition for Change of Name of Adult
- 3. Civil Case Information Sheet
- 4. Order Granting Name Change
- 5. Sample Prove Up

Steps to Follow:

1. Prepare the Original Petition for Change of Name of Adult. You may use this form as a "fill in the blank" if it fits your set of circumstances. Otherwise, you should re-type or re-write the Petition, including only the information that applies to your personal set of circumstances. You will be assigned a case number and court when you file. Sign the declaration on this form under penalty of perjury. (You could be criminally prosecuted for lying on this form.)

2. Fill out the Civil Case Information Sheet completely.

3. Make two additional copies of the completed Original Petition before filing. (You do not need a copy of the civil case information sheet.)

4. File the Original Petition and Civil Case Information Sheet in the District Clerk's office on the first floor of the courthouse at 2100 Bloomdale Road in McKinney. You will be required to pay a filing fee to the Clerk at this time. The clerk will file-stamp the original and copies with the date and time, and return the copies to you.

5. You will be required to get fingerprints taken and sent to the Texas Department of **Public Safety (DPS) for a background check.** Information on how to do this is attached. After the fingerprint cards have been sent to DPS, wait 6 weeks, and then call the District Clerk's office to see if the cards are in the file. If so, make an appointment for a hearing with the judge.

6. Prepare the Order Granting Name Change prior to the hearing.

7. At the hearing, you will state the facts of your petition as shown on the Sample Prove Up sheet. The judge will not help or ask questions. Give the Order Granting Name Change to the judge to sign after he or she hears the Prove Up.

Name Change Checklist

Some places to contact after you have changed your name:

- 1. Social Security
- 2. Motor-vehicle agency
- 3. Passport agency

4. Financial services, including banks, credit cards, retirement plans, and insurance companies

- 5. Utilities and phone company
- 6. Medical services, including doctor, dentist, and health plan
- 7. Voter registration
- 8. Employer
- 9. Estate lawyer, for will and other estate planning documents
- 10. Schools and alumni groups
- 11. Airlines and frequent-flier miles
- 12. Family and friends



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 <u>www.identogo.com</u> and select **Option B** – Fingerprint Cards. Fingerprints <u>cannot</u> be transmitted to DPS electronically. The fee for this 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: <u>Please be advised that extreme care should be taken in following the directions below to alleviate</u> <u>any delay in processing the request.</u>

-Full Printed – **must be your current legal name** -Signature (Must match <u>Current Legal Name</u>) -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) Passon Fingerprinted (Adult Legal Name Change Fingerprinted) -Sex -Date of Birth -Social Security Number -Cause/Case Number (in the OCA field) -Race -Court stamped copy of filed petition

-Reason Fingerprinted (Adult Legal Name Change - Family Code Section 45.001)

A stamped copy of the <u>filed</u> 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.

CR-65

Revised 07/2021

CIVIL CASE INFORMATION SHEET

CAUSE NUMBER (FOR CLERK USE ONLY); ____

_____ COURT (FOR CLERK USE ONLY): _____

STYLED

(e.g., John Smith v. All American Insurance Co; In re Mary Ann Jones; In the Matter of the Estate of George Jackson) A civil case information sheet must be completed and submitted when an original petition or application is filed to initiate a new civil, family law, probate, or mental health case or when a post-judgment petition for modification or motion for enforcement is filed in a family law case. The information should be the best available at the time of filing.

1. Contact information for person completing case information sheet:		Names of parties in case: Person or entity com		n or entity completing sheet is:			
Name:	Email:	Email: Pla		ntiff(s)/Pctitioner(s):		Attorney for Plaintiff/Petitioner <i>Pro Se</i> Plaintiff/Petitioner Title IV-D Agency Other:	
Address:	Telephone:				. i	al Partics in Child Support Case:	
City/State/Zip:	Fax:		Defendant(s)/Respo	ndent(s):	Custodia	l Parent:	
Signature:	State Bar No:	<u>-</u>			Non-Cus	todial Parent:	
			[Attach additional page as :	necessary to list all parties]	Presume	d Father:	
2. Indicate case type, or identify	the most important issue in th	e case (selec	t only 1):				
	Civil			1	Fan	ily Law	
· · · · · · · · · · · · · · · · · · ·		3.1			1 60	Post-judgment Actions	
Contract	Injury or Damage		Real Property	Marriage Rel	tionship	(non-Title IV-D)	
Debt/Contract	Assault/Battery		inent Domain/	Annulment		Enforcement	
Consumer/DTPA	Construction		ndemnation	Declare Man	iage Void	Modification—Custody	
Fraud/Misrepresentation	Malpractice		iet Title	Divorce	fron	Modification—Other	
Other Debt/Contract:			spass to Try Title	□ No Childr		Title IV-D	
	Legal		er Property:				
Foreclosure	Medical		- · ·			Reciprocals (UIFSA)	
☐Home Equity—Expedited ☐Other Foreclosure	Other Professional Liability:					Support Order	
	Liaointy.	R	elated to Criminal				
	Motor Vehicle Accident		Matters	Other Fami	ly Law	Parent-Child Relationship	
Landlord/Tenant	Premises		ounction	Enforce Fore	ign	Adoption/Adoption with	
Non-Competition	Product Liability	Jud	gment Nisi	Judgment		Termination	
Partnership Other Contract:	Asbestos/Silica		n-Disclosure zure/Forfeiture	Habeas Corp		Child Protection	
Duner Contract:	☐Other Product Liability List Product:		it of Habeas Corpus—	Name Chang		☐ Child Support ☐ Custody or Visitation	
	List Floduct.		-indictment	Removal of		Gestational Parenting	
	Other Injury or Damage:		ier:	of Minority		Grandparent Access	
				Other:		Parentage/Paternity	
						Termination of Parental	
Employment		ther Civil				Rights Other Parent-Child:	
Discrimination	Administrative Appeal	□Lav	vyer Discipline	-			
	Antitrust/Unfair		petuate Testimony				
Termination Workers' Compensation	Competition		urities/Stock tious Interference				
Other Employment:	Foreign Judgment						
	Intellectual Property						
Tax			Prohate & M	Iental Health			
Tax Appraisal	Probate/Wills/Intestate Adm	inistration	[Guardianship—Ad			
Tax Delinquency	Dependent Administra		[Guardianship—Mi			
Other Tax	Independent Administr			Mental Health			
	Other Estate Proceedin	gs	l	Other;		-	
7 Tudiada muanduna an una du						· · · · · · · · · · · · · · · · · · ·	
3. Indicate procedure or remedy Appeal from Municipal or Just		aratory Judg	ment		idgment Ren	aadu	
Arbitration-related		nishment			ective Order	nedy	
Attachment Interpleader							
Bill of Review					estration		
Certiorari		idamus				aining Order/Injunction	
Class Action		-judgment			over		
4. Indicate damages sought (do i					<u> </u>		
Less than \$100,000, including Less than \$100,000 and non-m	uamages of any kind, penalties,	costs, expens	es, pre-juagment inter	esi, and attorney fees			
Over \$100, 000 but not more th							
Over \$200,000 but not more th						l	
Over \$1,000,000							

Cause Number:		
	(The Clerk's office will fill in the Cause Number and Court Number when you file th form.)	is
Name Change of:	In the Court Number	
	🔲 District Court 🔲 County Court at Lav	w
Print current full legal name of p	Coursen asking for name change	
r nik edirent fut legal hante of p	rson asking for name change. Texa	as

Petition to Change the Name of an Adult

Print your answers.

1. Discovery Level

The discovery level in this case, if needed, is Level 1.

2. Petitioner

a. My current legal name is:

First	Middle	Last	
b. I ask the Court	to change my legal name to:		
First	Middle	Last	
c. The reason I w	ant to change my name is:		

Or [] I am not required to provide the reason I want to change my name, because I am a participant in the Office of the Attorney General's Address Confidentiality Program.

A copy of my authorization card certifying that I am a participant in the Address Confidentiality Program is attached to this Petition to Change the Name of an Adult.

3. Personal Information

My personal information is as follows:

a. Home address: ______

	Street	Address		
City	County	State	ZIP code	<u> </u>

Or [] I am not required to provide my home address, because I am a participant in the Office of the Attorney General's Address Confidentiality Program.

A copy of my authorization card certifying that I am a participant in the Address Confidentiality

Program is attached to this Petition to Change the Name of an Adult.

b.	Social Security Number	; ;		or 🗌 I do not ha	ave a Social Se	curity Number.
c.	Date of birth: Month	Day	Year			
d.	All drivers' license num	bers issued to n	ne during the last	10 years:		
L	icense number	State	License nu	mber		State
. <u> </u>						
	Or 🗌 I have not ha		-	10 years.		
e.	Place of birth:		Countr	State		
f.	Sex listed on my birth c			JIALE		Country
g.	Race:					
h.	Name on birth certificat	e (only fill in if diff	erent from current le	egal name):		
	First	Mic	idle	Las	<u> </u>	
i.	Known by the following arrest records reflect a diffe	names and alia erent name than yo	SES: (Include prior r our current full legal	names, nicknames, name. Leave blank 	, and aliases, esp if no aliases or p	ecially if you r prior names)
4.	Criminal History					
a.	Have you ever been ch a If yes Write your FBI (Fe	-	-			No
	FBI Number		SID Numbe	er		
	List all Class A or B mise you were convicted. If y	demeanors and ou need more s	felonies with whic pace, attach an a	ch you have bee dditional page.	-	ether or not
Off	ense	Case N	umber Co	ounty	Court Number	Court
						District Court County Court
						District Court
						District Court
	, <u> </u>					District Court

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FM-NCA-100 Petition to Change the Name of an Adult (Rev. 12-2023) © TexasLawHelp.org

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b. Have you ever been convicted of a felony?
Yes No

If yes -- The court **may** order your name changed if you were pardoned or at least two years have passed since you received a certificate of discharge or completed court-ordered community supervision or juvenile probation, or if you are asking to change your name to the primary name used in your criminal history record. You must attach proof to this petition.

List all of your felony convictions here. If you need more space, attach an additional page.

Offense	Case Number	County	Court Number	Court
·		·		District Court County Court
				District Court
				District Court County Court
				District Court
				District Court County Court

c. Are you required to register as a sex offender?
Yes No

If yes – You must attach proof that you notified the appropriate local law enforcement authority of your proposed name change.

5. Request for Judgment

I believe this name change is in my interest or benefit and in the interest of the public. I ask the Court to make an Order to change my name, and any other Orders I may be entitled to.

<u>→</u>				
Your Signature		Date	2	
Your Printed Name		Pho	ne	
Mailing Address	·····	City	State	Zip
Email Address:			ax fany)	
6. Verification (Sign below prime to make a false unsworn d My current legal name is:	eclaration under penal	ty of perjury in Texas. See	Texas Penal Cod	ty of perjury," and it is a e 37.02).)
my date of birth is				
Street I declare under penalty of p	erjury that the foreg	City oing is true and correct	State	Country
Executed in		County, State of _		_
	County		State	
on the day of			<u> </u>	
Day	Month	Year		

You must attach these documents to your Petition:

- A legible and complete set of your **fingerprints** on a fingerprint card in a form acceptable to the Texas Department of Public Safety and Federal Bureau of Investigations. Write "**Exhibit**" at the top.
- If you were convicted of a felony and you were pardoned, attach proof of pardon for each conviction. Write "Exhibit" at the top.
- ☐ If you were convicted of a felony and it has been at least 2 years since you were discharged or completed probation or parole, attach proof that you were discharged or that you completed probation or parole for each conviction. Write "Exhibit" at the top.
- If you were convicted of a felony and are asking to change your name to the primary name used in your criminal history record information, attach a copy of your criminal history record.
- If you are required to register as a sex offender, attach proof that you notified the appropriate local law enforcement authority of your proposed name change. Write "**Exhibit**" at the top.
- ☐ If you are not required to provide your home address or the reason you want to change your name because you are a participant in the Office of the Attorney General's Address Confidentiality Program, attach a copy of your authorization card certifying that you are a participant in the Address Confidentiality Program. Write "Exhibit" at the top.

	Cause Number:				
	Pri	nt court information exactly as	it appears on Petitio	n	
N	lame Change of:		in the		
			Court District Co County Co		
					County,
Ρ	rint current full legal name of pers	son asking for name change.			Texas
	Onder	<u> </u>		A I I (
	Urder	Changing the N	lame of an	Adult	
A۲	earing took place on:				
		Date of Hearing			
1.	Appearances	, · ·			
The	e Petitioner appeared in pers	on without an attorney.			
2.	Jurisdiction.				
The	e Court finds that it has juriso	liction over this case and t	he Petitioner.		
2	Decord				
ა.	Record.				
	A court reporter recorded t				
Ш	A court reporter did not rec	ord today's hearing.			
4.	Findings				
The	e Court finds that Petitioner's	personal information is as	follows:		
a.	Current legal name:				
	Firs	t Middle		Last	
b.	Name on birth certificate (on	ly fill in if different from currer	nt legal name):		
	First	Middle	Las	st	
c.	Known by the following nam	ies and aliases: (Leave blan	k if no aliases or prio	r names)	
					·
d.	Home Address:				
	Street addres	s City	County	State	ZIP code

Or Petitioner is not required to provide their home address because they are a participant in the Office of the Attorney General's Address Confidentiality Program.

e.	Social Security Number:				
	Or				
f.	<u>All</u> driver's license numbers issue Driver's License Number	ed to Petitioner during the	last 10 years: State that Issue	d License	
	Or	iver's license during the la			
g.	Date of birth:	(N	/onth/Day/Year)		
h.	Place of birth:				
	City	County	State		Country
i.	Petitioner is: (Check one.) 🗌 Male	🔲 Female			
j. k.	Petitioner's race is: Petitioner: (Check one.)	-			
	 does not have an FBI numbe has a Federal Bureau of Inve has a State Identification (SIE 	stigations (FBI) number, v			
I.	Petitioner: (Check one.)				
	has not been charged with a		•		
	has been charged with the fo	llowing class A or B misde	emeanors or felon		
	Offense (crime)	Case Number	County	Court Number	Court
	,				District Court
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	County Court District Court
					County Court
					District Court
					County Court
	<u> </u>		·		County Court
					District Court
		1			
m.	Petitioner: (Check one.)	alami			
	has been convicted of a felon	•	i		
	has been convicted of a felon certificate of discharge or com	y and at least two years h	nave passed since	Petitioner re	eceived a
	has been convicted of a felon criminal history record information	y and is changing their na		-	
n.	Petitioner: (Check one.)				

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is not required to register as a sex offender.

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is required to register as a sex offender and has submitted a Sex Offender Update Form to local law enforcement and provided proof to the Court of the submission.

- o. The Petition to Change the Name of an Adult included a legible and complete copy of Petitioner's fingerprints.
- p. Petitioner's change of name is in Petitioner's interest or benefit and is in the interest of the public.

5. Orders

The Court ORDERS that Petitioner's name is changed from:

-irst Petitioner's	Middle s birth certificate is change	Last	
-irst	Middle	Last	
			. It is ordered the name on the
🗋 (Check bo	ox if applicable.) The name	on the Petitioner's birth	n certificate is
	First	Middle	Last
to this nam			
	First	Middle	Last

6. Confidential Order

(Only check this box if you are a participant in the Office of the Attorney General's Address Confidentiality Program.)

Petitioner has provided a copy of an authorization card certifying in accordance with Article 58.059 of the Texas Code of Criminal Procedure that Petitioner is a participant in the Address Confidentiality Program administered by the Office of the Attorney General. The Court therefore ORDERS that this Order Changing the Name of an Adult is confidential and may not be released by the court to any person, regardless of whether Petitioner continues to participate in the address confidentiality program following the change of name.

7. Other Orders

The Court has the right to make other orders, if needed, to clarify or enforce this order. Any orders requested that do not appear above are denied.

SIGNED ON:		
	Date	Judge's Signature

NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA.

Cause Number:	
	Print court information exactly as it appears on Petition
Name Change of:	
1	In the Court Number
	District Court County Court at Law
Brint ourrant full level name of name and	County,
Print current full legal name of person as change.	Texas
Declaration for	Prove-Up of Adult Name Change
My name is competent to make this declaration. T and are true and correct.	I am above the age of eighteen years, and I am fully The facts stated in this declaration are within my personal knowledge

My current legal name	e is:				
	First	Middle		Last	
My home address is:					
	Street Address	City	County	State	Zip
My email address is: _					
Or					
☐ I am not required to General's Address Co participant in the Addre	nfidentiality Program.	I attached a copy	of my authoriza	tion card cer	tifying that I am a
My Social Security Nu Or	mber is:				
I do not have a Soc	cial Security Number.				
Below, I have listed all	driver's license num	bers issued to me	during the last	10 years:	
Driver's Licens	e Number		State that	t Issued Lic	ense
Or					
I have not had a dri	ver's license during t	he last 10 years.			
My date of birth is:					
My date of birth is:	Month Day	Year	-		
My place of birth:					
Ci	ty Co	unty	State		Country
My gender is: (Check or	ne.) 🔲 Male 🔲 Ferr	ale			
My race is:	<u> </u>	<u>_</u> .			
My name on my birth o	certificate is: (Only fill i	n if different from cur	rent legal name.)		
First		Idle	Last	:	
FM-NCA-112 – Declaration	for Prove-Up of Adult Ch	ange of Name (Rev. 03	-2024)		Page 1 of 3

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I have also been known by the following names and aliases: (Include prior names, nicknames, and aliases, especially if your arrest records reflect a different name than your current full legal name. Leave blank if no aliases or prior names.)

l: (Check one.)

encon enci	
do not have FBI number or SID number.	
My FBI (Federal Bureau of Investigations) number is:	
My SID (State Identification) number is:	
-	

I: (Check one.)

have not been charged with a class A or B misdemeanor or felony.

have been charged with the following class A or B misdemeanors or felonies:

Offense	Case Number	County	Court Number	Court
				District Court
				District Court
				District Court
		<u> </u>		District Court
				District Court

I: (Check one.)

have **not** been convicted of a felony.

- have been convicted of a felony and have been pardoned.
- have been convicted of a felony and at least two years have passed since I received a certificate
 of discharge or completed court-ordered community supervision or probation.

have been convicted of a felony and am changing my name to the primary name used in my criminal history record information.

I: (Check one.)

am **not** required to register as a sex offender.

am required to register as a sex offender and have submitted a Sex Offender Update Form to local law enforcement and provided proof to the Court of the submission.

The Petition to Change the Name of an Adult included a legible and complete copy of my fingerprints.

Changing my name is in my interest or benefit and is in the interest of the public.

I am asking the court to change my name to: _____

□ (Check box if applicable.) I am asking the court to change the name on my birth certificate to

First

Middle

Last

Verification (Sign below. This statement must be true, because it is signed "under penalty of perjury," and it is a crime to make a false unsworn declaration under penalty of perjury in Texas. See Texas Penal Code 37.02).)

	First	Middle	La	ist
my date of birth is		, and my address is		
	Month/Day/Year			
Street Address		City	State	Country
I declare under per	nalty of perjury that the fo	regoing is true and corre	ct.	
I declare under per Executed in		regoing is true and corre ounty, State of	oct.	
Executed in	C	ounty, State of		

Declarant's Signature (sign here)