

Instructions to Change the Name of an Adult

\$2.00 For Copy Fee

Warning: The information and forms in this guide are not a substitute for the advice and help of a lawyer.

You can use the forms in this guide to ask a court to change your name if:

1. You are at least 18 years old.
2. You file a petition asking for a name change in the Texas county where you live.
3. You provide the court with complete information about all felonies and Class A or B misdemeanors with which you have been charged.
4. You have never been convicted of a felony. (If you were convicted of a felony, you must provide proof that either you were pardoned, or it has been at least two years since you were discharged from prison or completed probation.)
5. You are not required to register as a sex offender. (If you are required to register as a sex offender, you must provide proof that you notified your local law enforcement authority about your name change request).

Note: Even if you were convicted of a felony, you may be able to change your name without waiting two years if you are asking to change your name to the primary name used in your criminal history record information. See **Texas Family Code 45.103(b)(2)**.

The name change forms and instructions are also available as a **guided Name Change of an Adult** form-and-instructions set, which prompts you for information that it uses to complete the form for you. And, the Harris County Law Library combined all the forms and instructions into one convenient, printable PDF: **TexasLawHelp.org Combined Packets Home > Adult Name Change**.

Checklist Steps

Step 1: Fill out your court forms.

Fill out your forms. Fill out all the spaces on the forms unless instructed otherwise. The judge and court clerks will not fill them out for you. The judge may deny the name change if the information is inaccurate or incomplete.

1. The first form is the **Petition to Change the Name of an Adult** (if the link does not work, scroll down to the bottom of this page for links to forms). This form asks the judge to change your name. It also tells the judge if you have a criminal record. You will have to sign this form under penalty of perjury. This means it is a crime to lie on this form.
2. The second form is the **Order Changing the Name of an Adult**. The judge signs this form to legally change your name. Fill out all spaces on the form except for the judge's signature.
3. Fill out the third form—the **Statement of Inability to Afford Payment of Court Costs**—out only if you have a low income, receive public assistance because you have a low income, or cannot pay the court filing fee. The Statement of Inability to Afford Payment of Court Costs asks the judge to waive the court filing fee. The judge may ask you to present evidence of income and expenses at a hearing. Read **Court Fees and Fee Waivers** for more information.

Note: You can print your court forms and fill them out neatly in blue or black ink.

Step 2: Get your fingerprints taken.

Get a legible and complete set of your fingerprints made on a Texas Department of Public Safety or Federal Bureau of Investigations fingerprint card. There will be a fee for this service. Check with local law enforcement or do some online research to learn where to get your fingerprints taken.

Step 3: Collect additional paperwork if you have a felony conviction or you are a sex offender.

If You Have a Felony Conviction

For each felony conviction, you must provide proof that:

1. You have been pardoned, **or**

2. At least two years have passed since you completed your sentence or probation.

Exception: You may be able to change your name without waiting two years if you are changing it to the primary name used in your criminal history record. See **Texas Family Code 45.103(b)(2)**. If this applies, obtain proof of your name as listed in your criminal history record.

How to Get Proof

- If you were pardoned: Get a copy of your pardon or clemency proclamation from the Secretary of State Registrations Unit. Learn more in the **FAQs about the Clemency Process**.
- If you served time in a Texas prison: Request a copy of your discharge papers from the Classification and Records Division of the Texas Department of Criminal Justice.
- If you served time in another state or federal prison: Get your discharge papers from that state's Department of Criminal Justice or the Federal Bureau of Prisons.
- If you were on felony or juvenile probation: Obtain proof of probation completion from the district clerk's office in the county where you were prosecuted.

If You Are Required to Register as a Sex Offender:

You must provide proof that you have notified local law enforcement about your name change request.

Attaching Your Proof: Write "Exhibit" at the top of each document. Attach the exhibits to your Petition to Change the Name of an Adult form.

Step 4: Make copies.

Make a copy of your completed Petition to Change the Name of an Adult, fingerprint card, and, if applicable, your Statement of Inability to Afford Payment of Court Costs.

Step 5: File your Petition in the county where you live.

You can file in person or e-file online.

Read **What Court Employees Can and Cannot Do** , because court staff cannot give you legal advice.

To file in person, take the following to the district clerk's office in the county where you live:

At the clerk's office:

- Turn in your Petition to Change the Name of an Adult, Fingerprint Card, and Statement of Inability to Afford Payment of Court Costs (only if you are asking the judge to waive the filing fee)
- Bring copies of what you're filing with you.
- Pay the filing fee (or file your completed Statement of Inability to Afford Payment of Court Costs if you cannot afford the fee). You can call the clerk's office ahead of time to learn the filing fee for your case.
- Ask the clerk if there is a local standing order that you need to follow or attach to any of your documents.
- Ask the clerk if there are local rules or procedures you need to know about for name changes.
- The clerk will write your "Cause Number" and "Court Number" at the top of the first page of your Petition. Write these numbers at the top of any document you file in your name change case.
- The clerk will "file stamp" your copies with the date and time. The clerk will keep the original and give you back your copies.

To e-file: First, contact the clerk's office and ask how the courts in that county require you to attach a scanned copy of your fingerprint card to the petition. Expect that you will also need to take your original fingerprint card to your court hearing.

Next, read **I want to electronically file (e-file) my documents** , or follow the instructions included with the **Name Change of an Adult Guided Form** . You will e-file your Petition and, if applicable, a Statement of Inability to Afford Payment of Court Costs.

□ **Step 6: Get ready for court.**

How are hearings held? Contact the District Clerk's office in your county, or the court coordinator, to learn how to get an uncontested hearing for an adult name change. Some counties will schedule a date and time for your hearing. Other counties have a time you can walk in to see the judge. Some courts will schedule **virtual hearings** using videoconferencing software like Zoom. Finally, some judges might consider your case "on submission," meaning they will simply review your paperwork to make a decision.

Check the **Virtual Court: County-by-County** section to see if your county is there. If it is, you can use the guides for your county to read information about hearings and local rules for the court your case is in.

Local rules. Find out if there are local rules that you need to know for your name change case. These are usually on the county's official website, but you should also ask the clerk or coordinator.

You can search the **Virtual Court: County-by-County page** for your county or the **Local Rules, Forms, and Standing Orders page** on the Texas Courts website.

Background checks? And, ask the clerk's office or coordinator if the court requires you to get a criminal background check before your hearing.

If you need a criminal background check, mail your fingerprint card to the Texas Department of Public Safety (DPS) with a file-stamped copy of your Petition to Change the Name of an Adult with the court. There is a fee for this service.

DPS will send the results directly to the court. The Texas Department of Public Safety (DPS)'s website has **specific instructions** on submitting fingerprint cards for a legal name change. Form CS-65 has the steps you need to follow.

Finally, to learn what to expect and what to do, read **Tips for the Courtroom**.

□ **Step 7: Go to your court hearing.**

Bring the following to your court hearing:

- Your **Order Changing the Name of an Adult** form completely filled out, except for the judge's signature.

- A file-stamped copy of your Petition to Change the Name of an Adult and all the exhibits you filed with your Petition.
- Your fingerprint card (if you e-filed your Petition).
- Proof of your identity, such as your passport, driver's license or state identification card.
- **Sample testimony for adult name change** (which you should complete and review before court).

When you get to the courthouse, stop by the clerk's office to find out where to go and whether you need to bring the court file.

When you get to the courtroom, check in with the clerk or court coordinator.

When the judge calls your case, stand in front of the judge's bench.

- The judge will swear you in and review your forms.
- The judge may ask you some questions about your name change, or you may read your sample testimony.
- Some judges will require that you testify under oath that you are not changing your name to avoid criminal prosecution or get out of paying a debt.

If everything is in order, the judge will sign your Order Changing the Name of an Adult form.

Step 8: File the Order signed by the Judge and get certified copies.

Once the judge has signed the Order changing your name, the clerk in the courtroom may file the Order or you may need to take the Order to the clerk's office to be filed. Your name will not be changed until the Order is filed.

Get several certified copies of the Order from the clerk. There is a fee for certified copies, but you will need certified copies of the Order to get your official documents changed to your new name.

□ **Step 9: Change official documents to show your new name.**

It is your responsibility to have your official documents changed to show your new name.

- **Social security card:** To change your social security card, take or mail a certified copy of the order changing your name to your local social security office. For more information visit: **U.S. Social Security Administration**.
- **Driver's license or state identification card:** To change your driver's license or state identification card, you must take a certified copy of the order changing your name to a Texas Department of Public Safety office. For more information, contact the **Texas Department of Public Safety (DPS)**.
- **Voter registration card:** To change your name on your voter registration card, notify your County Voter Registrar in writing. For more information, contact the **Texas Secretary of State**.
- **Passport:** To change your name on your passport, notify the **U.S. State Department**.
- **Birth certificate:** You can also change your name on your birth certificate if you choose, but it is not required. If you wish to change your birth certificate, you will need to get an **Application to Amend Certificate of Birth** from the Texas Vital Statistics Unit.

Forms Required

Petition to Change the Name of an Adult

Order Changing the Name of an Adult

Adult Name Change Prove-Up Declaration

Sample Testimony for Adult Name Change

Name Change of an Adult - Guided Form

Source URL: <https://texaslawhelp.org/checklist/instructions-to-change-the-name-of-an-adult>



**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 \$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.

NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA.

Cause Number: _____
(The Clerk's office will fill in the Cause Number and Court Number when you file this form.)

Name Change of:

In the _____
Court Number

District Court County Court at Law

Print current full legal name of person asking for name change.

County,
Texas

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 want 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

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.

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

b. Social Security Number: _____ or I do not have a Social Security Number.

c. Date of birth: _____
Month Day Year

d. All drivers' license numbers issued to me during the last 10 years:

License number	State	License number	State
_____	_____	_____	_____
_____	_____	_____	_____

Or I have not had a driver's license during the last 10 years.

e. Place of birth: _____
City County State Country

f. Sex listed on my birth certificate: Male Female

g. Race: _____

h. Name on birth certificate (only fill in if different from current legal name):

_____ First Middle Last

i. 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)

4. Criminal History

a. Have you ever been **charged** with a Class A or B misdemeanor or a felony? Yes No

If yes -- Write your FBI (Federal Bureau of Investigations) or SID (State Identification) number:

FBI Number _____ SID Number _____

List **all** Class A or B misdemeanors and felonies with which you have been charged, whether or not you were convicted. If you need more space, attach an additional page.

Offense	Case Number	County	Court Number	Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court

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
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> 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.

→ _____
Your Signature _____
Date

/s/ _____
Your Printed Name _____
Phone

_____ _____
Mailing Address City State Zip

Email Address: _____ Fax
(if any)

6. 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).)

My current legal name is: _____.

my date of birth is _____, and my address is:

_____ City State Country
Street

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____
County State

on the _____ day of _____, _____
Day Month Year

/s/ _____
Declarant's Signature (sign here)

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: _____
Print court information exactly as it appears on Petition

Name Change of:

In the _____
Court Number
 District Court
 County Court at Law

Print current full legal name of person asking for name change. _____ County, Texas

Order Changing the Name of an Adult

A hearing took place on: _____
Date of Hearing

1. Appearances

The Petitioner appeared in person without an attorney.

2. Jurisdiction.

The Court finds that it has jurisdiction over this case and the Petitioner.

3. Record.

- A court reporter recorded today's hearing.
- A court reporter did not record today's hearing.

4. Findings

The Court finds that Petitioner's personal information is as follows:

a. Current legal name: _____
First Middle Last

b. Name on birth certificate (only fill in if different from current legal name):

First Middle Last

c. Known by the following names and aliases: (Leave blank if no aliases or prior names)

d. Home Address: _____
Street address 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 Petitioner does not have a Social Security Number.

f. All driver's license numbers issued to Petitioner during the last 10 years:

Driver's License Number	State that Issued License
_____	_____
_____	_____
_____	_____
_____	_____

Or Petitioner has not had a driver's license during the last 10 years.

g. Date of birth: _____ (Month/Day/Year)

h. Place of birth: _____
City County State Country

i. Petitioner is: (Check one.) Male Female

j. Petitioner's race is: _____.

k. Petitioner: (Check one.)

does **not** have an FBI number or SID number.

has a Federal Bureau of Investigations (FBI) number, which is: _____.

has a State Identification (SID) number, which is: _____.

l. Petitioner: (Check one.)

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

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

Offense (crime)	Case Number	County	Court Number	Court
_____	_____	_____	_____	<input type="checkbox"/> District Court
_____	_____	_____	_____	<input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court
_____	_____	_____	_____	<input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court
_____	_____	_____	_____	<input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court
_____	_____	_____	_____	<input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court
_____	_____	_____	_____	<input type="checkbox"/> County Court

m. Petitioner: (Check one.)

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

has been convicted of a felony and has been pardoned.

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

has been convicted of a felony and is changing their name to the primary name used in their criminal history record information.

n. Petitioner: (Check one.)

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

NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA.

Cause Number: _____
Print court information exactly as it appears on Petition

Name Change of:

In the _____
Court Number

District Court County Court at Law

Print current full legal name of person asking for name change.

County,
Texas

Declaration for Prove-Up of Adult Name Change

My name is _____. I am above the age of eighteen years, and I am fully competent to make this declaration. The facts stated in this declaration are within my personal knowledge and are true and correct.

My current legal name is: _____
First Middle Last

My home address is: _____
Street Address City County State Zip

My email address is: _____

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

My Social Security Number is: _____

Or

I do not have a Social Security Number.

Below, I have listed all driver's license numbers issued to me during the last 10 years:

Driver's License Number	State that Issued License
_____	_____
_____	_____
_____	_____

Or

I have not had a driver's license during the last 10 years.

My date of birth is: _____
Month Day Year

My place of birth: _____
City County State Country

My gender is: (Check one.) Male Female

My race is: _____

My name on my birth certificate is: (Only fill in if different from current legal name.)

First Middle Last

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.)

I: (Check one.)

- 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
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County Court
_____	_____	_____	_____	<input type="checkbox"/> District Court <input type="checkbox"/> County 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

My race is: _____.

(Check all that apply. When you are talking to the Judge, read only the statements that apply.)

- I do **not** have an FBI number or SID number.
- My FBI (Federal Bureau of Investigations) number is listed in the final orders I submitted to the court.
- My SID (State Identification) number is listed in the final orders I submitted to the court.

(Check all that apply. When you are talking to the Judge, read only the statements that apply.)

- I have **not** been charged with a class A or B misdemeanor or felony.
- I **have** been charged with class A or B misdemeanors or felonies and they are listed in the final orders I submitted to the court.

(Check all that apply. When you are talking to the Judge, read **ONLY** the statements that apply.)

- I have **not** been convicted of a felony.
- I **have** been convicted of a felony and have been pardoned.
- I 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.
- I **have** been convicted of a felony and am changing my name to the primary name used in my criminal history record information.

(Check all that apply. When you are talking to the Judge, read **ONLY** the statements that apply.)

- I am **not** required to register as a sex offender.
- I **am** required to register as a sex offender and I have submitted a Sex Offender Update Form to local law enforcement and provided proof to the Court of the submission.

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

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

I respectfully ask that the Court grant my change of name from:

_____ to
(current legal name)

(proposed new legal name).

That's all I have, Your Honor.