

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 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 \$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 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
- Race
- Signature (Must match Current Legal Name)
- 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)
- Driver License Number (in the MNU field)

A copy of the petition MUST be attached to the fingerprint cards.

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.

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 completing sheet is:
Name: _____	Email: _____	Plaintiff(s)/Petitioner(s): _____	<input type="checkbox"/> Attorney for Plaintiff/Petitioner <input type="checkbox"/> Pro Se Plaintiff/Petitioner <input type="checkbox"/> Title IV-D Agency <input type="checkbox"/> Other: _____
Address: _____	Telephone: _____	Defendant(s)/Respondent(s): _____	
City/State/Zip: _____	Fax: _____		Additional Parties in Child Support Case:
Signature: _____	State Bar No: _____		Custodial Parent: _____
			Non-Custodial Parent: _____
			Presumed Father: _____

[Attach additional page as necessary to list all parties]

2. Indicate case type, or identify the most important issue in the case (select only 1):

Civil			Family Law	
Contract	Injury or Damage	Real Property	Marriage Relationship	Post-judgment Actions (non-Title IV-D)
<input type="checkbox"/> Debt/Contract <input type="checkbox"/> Consumer/DTPA <input type="checkbox"/> Debt/Contract <input type="checkbox"/> Fraud/Misrepresentation <input type="checkbox"/> Other Debt/Contract: _____ <input type="checkbox"/> Foreclosure <input type="checkbox"/> Home Equity—Expedited <input type="checkbox"/> Other Foreclosure <input type="checkbox"/> Franchise <input type="checkbox"/> Insurance <input type="checkbox"/> Landlord/Tenant <input type="checkbox"/> Non-Competition <input type="checkbox"/> Partnership <input type="checkbox"/> Other Contract: _____	<input type="checkbox"/> Assault/Battery <input type="checkbox"/> Construction <input type="checkbox"/> Defamation Malpractice <input type="checkbox"/> Accounting <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Other Professional Liability: <input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Premises Product Liability <input type="checkbox"/> Asbestos/Silica <input type="checkbox"/> Other Product Liability List Product: _____ <input type="checkbox"/> Other Injury or Damage: _____	<input type="checkbox"/> Eminent Domain/Condemnation <input type="checkbox"/> Partition <input type="checkbox"/> Quiet Title <input type="checkbox"/> Trespass to Try Title <input type="checkbox"/> Other Property: _____ Related to Criminal Matters <input type="checkbox"/> Expunction <input type="checkbox"/> Judgment Nisi <input type="checkbox"/> Non-Disclosure <input type="checkbox"/> Seizure/Forfeiture <input type="checkbox"/> Writ of Habeas Corpus—Pre-indictment <input type="checkbox"/> Other: _____	<input type="checkbox"/> Annulment <input type="checkbox"/> Declare Marriage Void Divorce <input type="checkbox"/> With Children <input type="checkbox"/> No Children Other Family Law <input type="checkbox"/> Enforce Foreign Judgment <input type="checkbox"/> Habeas Corpus <input type="checkbox"/> Name Change <input type="checkbox"/> Protective Order <input type="checkbox"/> Removal of Disabilities of Minority <input type="checkbox"/> Other: _____	<input type="checkbox"/> Enforcement <input type="checkbox"/> Modification—Custody <input type="checkbox"/> Modification—Other Title IV-D <input type="checkbox"/> Enforcement/Modification <input type="checkbox"/> Paternity <input type="checkbox"/> Reciprocity (UIFSA) <input type="checkbox"/> Support Order Parent-Child Relationship <input type="checkbox"/> Adoption/Adoption with Termination <input type="checkbox"/> Child Protection <input type="checkbox"/> Child Support <input type="checkbox"/> Custody or Visitation <input type="checkbox"/> Gestational Parenting <input type="checkbox"/> Grandparent Access <input type="checkbox"/> Parentage/Paternity <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Other Parent-Child: _____
Employment	Other Civil			
<input type="checkbox"/> Discrimination <input type="checkbox"/> Retaliation <input type="checkbox"/> Termination <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Other Employment: _____	<input type="checkbox"/> Administrative Appeal <input type="checkbox"/> Antitrust/Unfair Competition <input type="checkbox"/> Code Violations <input type="checkbox"/> Foreign Judgment <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Lawyer Discipline <input type="checkbox"/> Perpetuate Testimony <input type="checkbox"/> Securities/Stock <input type="checkbox"/> Tortious Interference <input type="checkbox"/> Other: _____			

Tax	Probate & Mental Health	
<input type="checkbox"/> Tax Appraisal <input type="checkbox"/> Tax Delinquency <input type="checkbox"/> Other Tax	Probate/Wills/Intestate Administration <input type="checkbox"/> Dependent Administration <input type="checkbox"/> Independent Administration <input type="checkbox"/> Other Estate Proceedings	<input type="checkbox"/> Guardianship—Adult <input type="checkbox"/> Guardianship—Minor <input type="checkbox"/> Mental Health <input type="checkbox"/> Other: _____

3. Indicate procedure or remedy, if applicable (may select more than 1):

<input type="checkbox"/> Appeal from Municipal or Justice Court <input type="checkbox"/> Arbitration-related <input type="checkbox"/> Attachment <input type="checkbox"/> Bill of Review <input type="checkbox"/> Certiorari <input type="checkbox"/> Class Action	<input type="checkbox"/> Declaratory Judgment <input type="checkbox"/> Garnishment <input type="checkbox"/> Interpleader <input type="checkbox"/> License <input type="checkbox"/> Mandamus <input type="checkbox"/> Post-judgment	<input type="checkbox"/> Prejudgment Remedy <input type="checkbox"/> Protective Order <input type="checkbox"/> Receiver <input type="checkbox"/> Sequestration <input type="checkbox"/> Temporary Restraining Order/Injunction <input type="checkbox"/> Turnover
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4. Indicate damages sought (do not select if it is a family law case):

Less than \$100,000, including damages of any kind, penalties, costs, expenses, pre-judgment interest, and attorney fees
 Less than \$100,000 and non-monetary relief
 Over \$100,000 but not more than \$200,000
 Over \$200,000 but not more than \$1,000,000
 Over \$1,000,000

NO. _____

IN THE MATTER OF THE
CHANGE OF NAME OF:

§ IN THE DISTRICT COURT
§
§ _____ JUDICIAL DISTRICT
§
§
§ COLLIN COUNTY, TEXAS

ORIGINAL PETITION FOR CHANGE OF NAME OF ADULT

1. Discovery

Discovery in this case, if needed, is intended to be conducted under Level 2 of Rule 190 of the Texas Rules of Civil Procedure.

2. Parties

This suit is brought by _____ (*present name of Petitioner*), Petitioner, who resides at _____, _____ (*city*) _____ (*county*) County, Texas.

Petitioner is an adult. In accordance with section 45.102 of the Texas Family Code, the following information is supplied about Petitioner:

Full present name: _____

Sex: Male (*or*) Female (*select one*)

Race: _____

Date and place of birth: _____ (*date*)

_____ (*place of birth*)

Driver's license number and state of issuance of any license issued within the past ten years:

None (*select if you have not had a driver's license issued within the last 10 years*)

DL# XXXXX _____ (driver's license number)

State _____ (issuing state)

(Fill in if you have any additional driver's licenses issued in the last 10 years.)

DL# XXXXX _____ (driver's license number)

State _____ (issuing state)

Social Security number: XXX-XX-X _____

FBI or SID number, if known, or other reference number to a criminal-history record system:

None (select if you have not ever had an FBI, SID or other identifying number in the criminal records system).

Petitioner's FBI number is _____. Petitioner's SID number is _____.
_____. Petitioner's _____ (any other criminal record ID number) number is _____.

3. Criminal History

None. No offense has been charged against Petitioner above the grade of class C misdemeanor. (or)

The following offense[s] [has/have] been charged against Petitioner above the grade of class C misdemeanor: (select one)

Offense: _____

Case number: _____

Court of offense: _____

Petitioner has not been the subject of a final felony conviction. (or)

Petitioner has been the subject of a final felony conviction. (select one)

Petitioner has been convicted of the following felony offense(s):

Felony Offense: _____

Case number: _____

Court of offense: _____

Petitioner (*select one*):

- was discharged from prison with a date of the receipt of discharge at least two years ago
- completed community supervision with a date of completion at least two years ago
- completed juvenile probation at least two years ago (*or*)
- was pardoned

for this felony on _____. (*date*)

Attached as Exhibit ____ is a true and correct copy of the (*select one*):

- certificate of discharge
- certificate of completion of community supervision
- certificate of completion of juvenile probation (*or*)
- pardon.

(*Select one.*)

- Petitioner is not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure.
- Petitioner is subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure. Attached to this Petition as Exhibit ____ is proof that the Petitioner has notified the appropriate local law enforcement of the proposed name change.

(*Select any of the following that apply to the fingerprint card by placing a check mark and filling in the required information*)

4. Fingerprints

Attached as Exhibit _____ is a legible and complete set of Petitioner's fingerprints on a fingerprint card format acceptable to the Texas Department of Public Safety and the Federal Bureau of Investigation.

Petitioner will submit a legible and complete set of Petitioner's fingerprints on a fingerprint card format acceptable to the Texas Department of Public Safety and the Federal Bureau of Investigation prior to the final hearing.

5. Relief

Petitioner requests the Court to grant a change of Petitioner's current legal name to

_____. *(full requested name)*

The reason for the requested change is: *(state reason)*

_____. The proposed name change is in the interest or to the benefit of the petitioner and is in the interest of the public.

6. Prayer

Petitioner prays that the Court grant Petitioner's Petition for Change of Name of Adult.

Petitioner prays for general relief.

Respectfully submitted,

Petitioner, Pro Se *(Signature)*

******These forms are not a substitute for legal advice.******

[Typed or printed name]

[Address & telephone number]

[Email address]

PETITIONER'S UNSWORN DECLARATION

My name is:

_____ (First) (Middle) (Last)

my date of birth is ____ / ____ / ____, and my address is _____ (Street),
_____ (City), _____ (State), _____ (Zip Code), and _____ (Country).

I declare under penalty of perjury that all of the information in this Petition is true and correct.

Signed and executed in _____ County, State of _____, on the ____ day of _____
(Month), _____ (Year).

Declarant"

NO. _____

IN THE MATTER OF THE

CHANGE OF NAME OF

§
§
§
§
§
§

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

COLLIN COUNTY, TEXAS

ORDER GRANTING CHANGE OF NAME OF ADULT

On _____, *(date)* the Court heard the Petition for Change of Name of Adult of _____, *(name of Petitioner)* Petitioner.

Petitioner appeared in person and announced ready.

The Court finds that it has jurisdiction of the case and _____
_____, *(name of Petitioner)* Petitioner.

The record of testimony was duly reported by the court reporter for this court.

The Court finds:

1. Petitioner is an adult.
2. Petitioner's full present name is _____.
3. Petitioner's sex is Male/Female. *(select one)*
4. Petitioner's race is _____.
5. Petitioner was born on _____ *(date)* in _____, _____, County, _____.

6. *(Select any of the following that apply by placing a check mark)*

Petitioner's driver's license number and state of any license issued within the past ten years is:

DL# XXXXX _____ (driver's license number)

State _____ (issuing state)

DL# XXXXX _____ (driver's license number)

State _____ (issuing state) (or)

Petitioner has not been issued a driver's license in the last ten years.

7. Petitioner's Social Security number is: XXX-XX-X _____.

8. (Select any of the following that apply by placing a check mark)

Petitioner's FBI number is _____.

Petitioner's SID number is _____.

Petitioner's _____ (any other criminal record ID number)

number is _____.

Petitioner has no FBI, SID, or other criminal record identification number.

9. (Select any of the following that apply by placing a check mark)

No offense has been charged against Petitioner above the grade of class C misdemeanor.

(or)

The following offense[s] [has/have] been charged against Petitioner above the grade of class C misdemeanor. The case number and the court of offense for [the/each] offense for which a warrant was issued or a charging instrument was filed or presented are as follows:

Offense: _____

Case number: _____

Court of offense: _____

Offense: _____

Case number: _____

Court of offense: _____

10. (Select any of the following that apply by placing a check mark)

Petitioner has not been finally convicted of a felony and is not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure. (or)

Petitioner has been finally convicted of a felony, and the requirements of section 45.103(b) of the Texas Family Code have been met, thus allowing a change of name.

11. (Select any of the following that apply by placing a check mark)

Petitioner is subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure, and the requirements of section 45.103(c) of the Texas Family Code have been met, thus allowing a change of name. (or)

Petitioner is not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure.

12. Petitioner's change of name is in the interest or to the benefit of Petitioner and is in the interest of the public.

IT IS ORDERED that Petitioner's name is changed from _____
_____ to _____
_____.

IT IS ORDERED that all relief requested in this case and not expressly granted is denied.

SIGNED on _____, 20_____.

JUDGE PRESIDING

ADULT NAME CHANGE PROVE-UP

1. Good morning, Your Honor.
2. My name is _____, (*present name*) and I am here to prove-up my requested name change.
3. I am an adult. My race is _____. I am a [male/female.] (*select one*)
4. I was born on _____ in _____, (*county*) _____, (*state*)
5. My full legal name is _____ and I live at _____, (*address*)
6. My Driver's License number ends in _____ and is from _____ State.
7. My Social Security number ends in _____.
8. I request that my name be changed to _____, (*requested full name*)
9. The reason for this requested name change is: (*state reason*)

10. **FELONY CONVICTION**

- I have not been finally convicted of a felony OR
- I have been finally convicted of a felony, and as Petitioner's Exhibit # _____, (*number*), I offer _____ (*Petitioner's Certificate of Discharge by the Texas Department of Criminal Justice, proof of completion of community supervision or proof of pardon*).

(Select one if you have been finally convicted of a felony and are submitting a certificate of discharge, completion of community supervision, or completion of juvenile probation.)

- I was discharged from prison with a date of the receipt of discharge at least two years ago.

I completed community supervision with a date of completion at least two years ago.

I completed juvenile probation at least two years ago.

11. *REGISTRATION REQUIREMENTS*

I am not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure OR

I am subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure and as Petitioner's Exhibit # _____ (*number*), I offer _____ (*proof of notification to local law enforcement authority of the proposed name change*).

12. I am not requesting this name change for the purpose of falsifying records, to avoid any debts, or for any other wrongful, fraudulent, or capricious act.

13. My requested change of name is in the interest or to the benefit of Petitioner and is in the interest of the public.

14. I ask the Court to grant me a name change from _____ (*present full name*) to _____ (*requested full name*)

15. Thank you. That's all I have Your Honor.

Give the judge your prepared order granting change of name