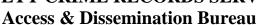
Cause No.:	Court:	Judge:	
		CKLIST FOR PRO SE LITIGANTS	
((designed for parties who are representing	g themselves in an adult name change la	awsuit)
additional questi the Montgomery appointment, yo	is a checklist that you must complete before appons about what is required to obtain a name characteristic County Law Library's Pro Se Services is available may call 936-539-7976. Additional information of the Violence, and then click on Name Change).	nge, you should confer with an attorney. The reble to assist litigants with documentation at no	eference attorney with cost. To schedule an
1.	The petition must be filed in the county of the include:	adult's place of residence, <u>must</u> be verified (no	otarized), and must
	 The present name and place of the res The full name requested for the petition 		
	 The reason the change in name is requ 		
		e registration requirements of Chapter 62 of the	e Code of Criminal
	Texas Department of Public Safety ar	tioner's fingerprints on a fingerprint card formand the Federal Bureau of Investigation (you may ment – ID/Crime Lab Section at 936-760-5878	y contact the
2.	The petition <u>must</u> also include each of the following required information is not included	owing pieces of information or a reasonable exp	planation why the
	 The petitioner's (a) full name, (b) sex driver's license issued in the 10 years (g) assigned FBI number, state identified history record system that identifies the 	preceding the date of birth, (e) driver's license repreceding the date of the petition, (f) social section number, if known, or any other reference petitioner. (You may contact the Texas Depoter at 512-406-5202 or 800-535-0283).	curity number, and ce number in a criminal
	Any offense above the grade of ClassThe case number and the court if a way	C misdemeanor for which the petitioner has be arrant was issued or a charging instrument was s C misdemeanor for which the petitioner has b	filed or presented for
3.		oles division of the Texas Department of Crimic court, and not less than two years have passed for	nal Justice or rom the date of the
4.		quirement of Chapter 62 of the Code of Criminate to the court that the petitioner has notified the nange before the court will consider granting a	e appropriate local law
5.		al history record information from the Texas Do Montgomery County District Clerk's office (S	
6.		t at (936) 539-7860.	
7.	If you have filed an <i>Affidavit of Inability to Pat</i> financial circumstances. After such hearing, the will be considered and/or granted.		



TEXAS DEPARTMENT OF PUBLIC SAFETY CRIME RECORDS SERVICE





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 -Sex

-Race -Date of Birth

-Signature (Must match <u>Current Legal Name</u>) -Social Security Number

-Petitioner's Mailing Address -Cause/Case Number (in the OCA field)

-District Court Name/Number and City (in the ORI field) -Driver License Number (in the MNU field)

-District Court Originating Agency Number (in the ORI field)

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

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.

CR-65 REVISED 03/2019