



**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.