



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 \$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:

Please be advised that extreme care should be taken in following the directions below to alleviate any delay in processing the request.

- | | |
|--|---------------------------------------|
| -Full Printed – must be your current legal name | -Sex |
| -Signature (Must match <u>Current Legal Name</u>) | -Date of Birth |
| -Date printed & signature of official | -Social Security Number |
| -Petitioner’s/Attorney’s Mailing Address (Residence of person Fingerprinted) | -Cause/Case Number (in the OCA field) |
| -Place of birth (POB) | -Race |
| -Driver License Number (in the MNU field) | -Court stamped copy of filed petition |
| -Reason Fingerprinted (Adult Legal Name Change - Family Code Section 45.001) | |

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.