By law, no member of the Law Library staff may give any patron legal advice. Accordingly, staff may not interpret legal materials for patrons, advise them as to how the law might apply to their particular situation, or assist them in preparing and filling out legal forms of any kind. Staff can provide patrons legal assistance by directing them to topical print materials, sections, and subject headings that might be helpful in answering a particular question.

WARNING: If you have been convicted of a felony or are required to be registered under Chapter 62 (Sexual Offender Registration Program) do not use this packet—please consult an attorney.

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. Verification
4. Order Granting Name Change
5. Sample Prove Up

Steps to Follow:

1. Prepare the Original Petition for Change of Name, keeping the basic format shown. 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 the information that applies to your personal set of circumstances; leave out that which does not.

2. Sign the Verification form in front of a Notary Public.

3. Make two additional copies of the prepared Petition and Verification forms.

4. File all three copies of the Original Petition and the Verification in the District Clerk's office on the first floor of the courthouse at 2100 Bloomdale Drive in McKinney. You will be required to pay a filing fee to the Clerk at this time.

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. Make two additional copies of the prepared Order to take with you to the hearing.

8. 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 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 LAST location or access the website at www.LetmeEnrollnow.com. The fee for this fingerprinting service is $9.95

FEES: Under the authority of Chapter 411.088, Texas Government Code, DPS charges a $15.00 fee and the FBI a $16.50 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 $31.50 must be attached to the fingerprint card(s).

INFORMATION ON THE CARD: 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 Name
- Sex
- Race
- Date of Birth
- Signature
- Social Security Number
- Petitioner's Mailing Address
- Cause/Case Number (in the OCA field)
- 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)

WHERE TO SEND COMPLETED CARD: Mail completed fingerprint card(s) and payment to:

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

Extreme care should be taken in following the directions above to alleviate any delay in processing the request.

REVISED 03/12

CR-65

This page intentionally left blank.

Case No. _____

In Re	|	**In the District Court**
_____,	|	**Collin County, Texas**
[Petitioner's Name]	|	
Petitioner, Adult	|	**_____ Judicial District**

ORIGINAL PETITION FOR CHANGE OF NAME OF ADULT

TO THE HONORABLE JUDGE OF THIS COURT:

I.

Discovery in this case is intended to be conducted in accordance with a discovery control plan under Texas Rule of Civil Procedure 190.3.

II.

This suit is brought by _____ [name of Petitioner], Petitioner, who resides at _____ [address, including 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 name:_____
Sex:_____
Race:_____
Date and place of birth:_____
Driver's license number and state of issuance of any license issued within the past ten years:____
_____
Social Security number:_____
FBI or SID number, if known, or other reference number to a criminal-history record system:____
_____

III.

[*Select one of the following by placing a check mark.*]

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

_____ The following offense[s] _____ [has/have] been charged against Petitioner above the grade of Class C misdemeanor [specify]:

Offense	Case Number	Court Number

IV.

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

V.

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

VI.

Petitioner requests that _____ [his/her] name be changed to:
[*Specify full requested name of Petitioner*]

_____

WHEREFORE, Petitioner requests that the Court grant Petitioner's Petition for Change of Name and for such other and further general relief to which Petitioner may be entitled.

Respectfully submitted,

_____
[Petitioner's signature]

_____
[Typed or printed name]

_____
_____
_____
[Address and telephone no.]

This page intentionally left blank.

Case No. _____

In Re	|	**In the District Court**
_____,	|	**Collin County, Texas**
[Petitioner's Name]	|	
Petitioner, Adult	|	**_____ Judicial District**

VERIFICATION

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned Notary Public, on this day personally appeared _____ [petitioner's name] who, after being duly sworn, stated under oath that _____ [he/she] is the Petitioner in the above entitled cause; that _____ [he/she] has read the above Petition; and that every statement contained in the Petition is within _____ [his/her] personal knowledge and is true and correct.

_____
[Signature of Petitioner]

_____
[Typed or Printed Name]

SUBSCRIBED AND SWORN BEFORE ME on _____ [date], to certify which witness my hand and official seal.

_____
[Signature of Notary Public]

_____
[Typed or Printed Name]
Notary Public in and for the State of Texas
My commission expires: _____

This page intentionally left blank.

Case No. _____

In Re	|	**In the District Court**
_____,	|	**Collin County, Texas**
[Petitioner's Name]	|	
Petitioner, Adult	|	**_____ Judicial District**

ORDER GRANTING NAME CHANGE

On _____ [date], this Court heard the Petition for Change of Name of Adult of _____ [name of petitioner].

Petitioner appeared in person and announced ready.

The Court finds that it has jurisdiction of this case and _____ [name of petitioner].

The record of testimony was duly reported by the Court Reporter of the Court.

The Court finds:

Petitioner is an adult.

Petitioner's full name is _____.

Petitioner's sex is _____.

Petitioner's race is _____.

Petitioner was born on _____ [date] in _____ [city, county, state].

Petitioner's driver's license number of any license issued within the past ten years is ____ _____ [driver's license number and state of issuance].

Petitioner's Social Security number is _____.

[*Select any of the following that apply by placing a check mark.*]

_____ Petitioner has no FBI number or SID number.

_____ Petitioner's FBI number is _____. Petitioner's SID number is _____.

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

_____ The following offense[s] _____ [has/have] been charged against Petitioner above the grade of Class C misdemeanor:

Offense	Case Number	Court Number

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

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 THEREFORE ORDERED that the name of _____ [Petitioner's name] is changed to:

[*Specify full requested name.*]

_____

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

SIGNED on _____ [date].

_____
JUDGE PRESIDING

This page intentionally left blank.

SAMPLE PROVE UP – NAME CHANGE OF ADULT

Good morning, Your Honor. My name is _____ [present name]. I am here to prove up my Order Granting Name Change.

I am an adult. I am a _____ [specify race and gender]. I was born on _____ in _____ [date and place of birth].

My driver's license number of any license issued within the past ten years is _____ [driver's license no.]. My Social Security number is _____ [Social Security no.].

My full name is _____ [present full name]. I reside at: _____ [address].

I request that my name be changed to _____ [full requested name].

The reason for this requested name change is: _____[*State reason.*]

I have not had a final conviction of a felony.

I am not subject to the registration requirements of the Sex Offender Registration Program set out in Chapter 62 of the Texas Code of Criminal Procedure.

[*Select one of the following.*]

_____ I have not been charged with any offense greater than Class C Misdemeanor.
_____ I have been charged with the following offense(s):
_____
_____

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 purpose.

I believe that a change of my name is in the best interest of myself and of the public.

I ask the Court to grant me a name change from _____ [present full name] to _____ [requested full name].

That is all I have, Your Honor.

Give the prepared Order Granting Name Change to the judge to sign.