



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.

Please do NOT redact any information on the fingerprint card or petition

- Full printed name – **must be your true legal name**
- Signature (must match true legal name)
- Date printed & signature of official
- Petitioner's/attorney's mailing address (residence of person fingerprinted)
- Place of birth (POB)
- Driver License Number (in the MNU field)
- Reason fingerprinted (Legal Name Change)
- Sex
- Date of Birth
- Social Security Number
- Cause/Case Number (in OCA field)
- Race
- Court stamped copy of **filed** petition

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.