

**FAMILY COURT SERVICES - ROOM 2150
501 WEST ADAMS STREET, JACKSONVILLE, FL 32202
(904) 255-1060**

**CHECKLIST FOR:
PETITION FOR CHANGE OF NAME – ADULT**

You may obtain the following forms at:

www.flcourts.org - (select) – Self Help, Family Law Forms

ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.982(a) Petition for Change of Name (Adult)
 - Provide Documentation of either the following:
 - Previous Court Order changed by court (provide each)
 - Marriage Certificate (if more than one marriage, provide Certificate each time there was a name change)

- Form 12.900(h) (Must be Filed) Notice of Related Cases

- COPY - Birth Certificate
English translation must accompany documents written in language other than English

- Proof of DUVAL County Residency
 - (Florida Driver's License/Identification, Voter Registration Card)

- COMPLETE THIS FORM IF YOU WISH FOR YOUR FLORIDA BIRTH CERTIFICATE TO BE CHANGED**
Form DH-427 (available at Fla. Dept. of Health - Florida Vital Statistics website or Google Search)
 - Report of Legal Change of Name (must be **typed**)

- NAME CHANGE-ELECTRONIC FINGERPRINTS *Complete this AFTER FILING documents with the clerk***
(Only if you are requesting to change your name to a name you have never been known as)
 - Inform Sheriff's Office you are to get **ELECTRONIC FINGERPRINTS** done for a **NAME CHANGE**.
 - Must have fingerprints done by Sheriff's Office at
Police Memorial Building 501 East Bay Street, Jacksonville, FL 32202
 - **\$46.75 fee – Payment to 'FL Dept. of Law Enforcement'**
 - Cash or Personal Check **ONLY**. Credit Cards are **NOT** accepted.

INSTRUCTIONS:

1. **Fully complete** the above forms.
2. Make sure the appropriate forms are **notarized**.
3. Make a **copy** of each form for your records.
4. File your **original documents** with the **Family Law Clerk of Courts Room 2474 - 2nd floor.**
5. Return your Electronic Fingerprint Card to **Family Law Clerk of Courts Room 2474 - 2nd floor.**