

**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.gov - (select) – Self Help, Family Law Forms

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 1191 – 1st floor**.
5. Return your Electronic Fingerprint Card to **Family Law Clerk of Courts Room 1191 – 1st floor**.

ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.928
 - Cover Sheet for Family Court Cases

- 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 on 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)

- YOU MUST HAVE YOUR COURT RECEIPT WITH CASE NUMBER, PROVIDE TO THE SHERIFF'S OFFICE TO COMPLETE FINGERPRINTS AND BACKGROUND CHECK. BACKGROUND CHECK MUST BE COMPLETED USING YOUR LEGAL NAME.**
- YOU MUST FILE THE FINGERPRINT CARD PROVIDED BY THE SHERIFF'S OFFICE WITH THE CLERK'S OFFICE.**
 - Inform Sheriff's Office you are to get **ELECTRONIC FINGERPRINTS** done for a **NAME CHANGE**. Provide ORI number: FL92366OZ
 - Must have fingerprints done by Sheriff's Office at one of the following locations:



NAME CHANGE ORI NUMBER: FL92366OZ

LOCATIONS: POLICE MEMORIAL BUILDING

**501 EAST BAY STREET
JACKSONVILLE, FL. 32202
904-630-0500**

OR

SUBSTATIONS FOR ZONE 2:

**Merrill Crossing
9119 MERRILL RD, STE 26; JACKSONVILLE FL 32225**

Or Substation for ZONE 4:

**Cedar Hills Shopping Center
3726 BLANDING BLVD; JACKSONVILLE FL 32210**

Name Change/Fingerprint Information

Once your Name Change Case has been filed with the Clerk of Courts, please contact the Sheriff's Office to Schedule your Fingerprint appointment. The charge for the Fingerprinting process with the Jacksonville Sheriff's Office is \$45.25 (per set).

Once you receive your Fingerprint Card back from the Sheriff's Office, please bring it to the Clerk's office to file in your case.

Acceptable Payment Methods: Cash or Debit/Credit Card ONLY.