

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

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**CHECKLIST FOR:  
PETITION FOR CHANGE OF NAME - MINOR CHILD (REN)**

You may obtain the following forms at:

[www.flcourts.org](http://www.flcourts.org) - (select) – Self Help, Family Law Forms

**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

- Form 12.982(c) Petition for Change of Name (Minor Child(ren))

**NOTE:**

*If more than one child needs a name change, each minor child listed in petition must have Supplemental Form completed for them. The forms are included in the end of the petition form.*

- COPY - Birth Certificate
- English translation must accompany documents written in language other than English
- Form 12.900(h) (Must be Filed)
- Notice of Related Cases
- Form 12.902(d) Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- Proof of DUVAL County Residency
- (Florida Driver's License/Identification, Voter Registration Card)
- Form 12.982(d) Consent for Change of Name (Minor Child(ren))
- If a parent not included in this action who is the legal parent of one of the included children must consent to the name change. **[They must sign this form]**
  - If a parent not included in this action who is the legal parent of one of the included children does not consent to change of name, they must be notified by personal service.
- 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**)
- ELECTRONIC FINGERPRINTS – NAME CHANGE (Petitioner)**  
**\*Complete this AFTER FILING documents with the clerk\***
- 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'**

## INSTRUCTIONS:

1. **Fully complete** the above forms.
  2. Make sure the appropriate forms are **notarized**.
  3. Make **two (2) copies** of each form. (1) For you to keep (2) For the other party (if necessary)
  4. File your **original documents** with the **Family Law Clerk of Courts Room 2474 - 2<sup>nd</sup> floor**.
  5. Return your Electronic Fingerprint Card to **Family Law Clerk of Courts Room 2474 - 2<sup>nd</sup> floor**.
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## HOW TO SERVE THE OTHER PARTY...

### Proof of Service using the Jacksonville Sheriff's Office in DUVAL COUNTY

Bring the following forms COMPLETED to Room 2474 Family Law Clerk's Office for a clerk to sign:

- Form 12.910(a) Personal Summons
- Form 12.910(b) Process Service Memorandum

Once the forms are signed by the clerk, take the following:

- Copies of Filed Forms
- Summons
- Process Service Memorandum
- \$40.00 service fee to the Sheriff's Civil Process Unit

#### **Sheriff's Civil Process Unit**

5<sup>th</sup> Floor, Duval County Courthouse

Room 5141 (Exit out of elevators, turn left; JSO Badge on door)

Office Hours 8AM-4PM

Office Phone Number: 904-255-2470

### Proof of Service using Sheriff's Office OUTSIDE of Duval County

IF the other party lives outside of Duval County, **YOU MUST** mail or physically take your copied documents **including** the Summons; to the Sheriff's Office in the city/county/state where the other party lives.

You should contact the Sheriff's Office to determine the service fee, number of copies needed, and any other items they may require such as a self-addressed stamped envelope.