



**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 FAST location or access the website at www.L1enrollment.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
- Race
- Signature
- Petitioner's Mailing Address
- 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)
- Sex
- Date of Birth
- Social Security Number
- Cause/Case Number (in the OCA field)

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.