

NAME CHANGE INFORMATION SHEET
(Effective 10/1/2009)

FINGERPRINT / STATE AND NATIONAL CRIMINAL HISTORY RECORDS CHECK REQUIREMENT

Effective October 1, 2009, Section 68.07, Florida Statutes, was changed pertaining to name change cases to require that, **before a court conducts a hearing** on a name change petition, the petitioner(s) and any adult children must have fingerprints submitted for a state and national criminal history records check, **except** if a former name is being restored. It also provides that:

- Fingerprints of the petitioner(s) are to be taken in a manner approved by the Department of Law Enforcement and shall be sent **electronically** to the department for state processing for a criminal history records check.
- The department shall submit the fingerprints to the Federal Bureau of Investigation for national processing.
- The department shall submit the results of the state and national records check to the Clerk of the Court. (A turn-around time after submission is estimated at 72 hours by FDLE)
- You may verify receipt of the Records Check by going to www.mypinellasclerk.org and click on SEARCH RECORDS to view Civil/Small Claims docket entries on-line.)
- **Once this is listed on the docket, the petitioner can contact the Family Law Resource Center at 727-582-7200 to request a hearing.**
- The Court shall consider the results in reviewing the information contained in the petition and evaluating whether to grant the petition.

The costs or fees for processing fingerprints and conducting the state and national criminal history records check for the name change fee must be paid by the petitioner directly to the fingerprinting agency.

Pinellas Clerk Originating Agency Identification Number (ORI) **must be provided to the electronic fingerprint provider**. This will insure that FDLE returns the report to the Pinellas Clerk's Office.

Pinellas ORI # FL924030Z

ELECTRONIC LIVE SCAN FINGERPRINT PROVIDER IN PINELLAS COUNTY

Pinellas County Sheriff Technical Services

AFIS Division
4645 145th Ave. N.
Clearwater, FL 33762
(727) 464-6412

Contact Pinellas Clerk of Court for additional providers or access www.mypinellasclerk.org for a complete list of Livescan law enforcement providers.