



TEXAS DEPARTMENT OF PUBLIC SAFETY  
CRIME RECORDS SERVICE  
Access & Dissemination Bureau



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**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 “Print and Go” FAST location or access the website at [www.identogo.com](http://www.identogo.com) and select **Option B – Fingerprint Cards**. Fingerprints **cannot** be transmitted to DPS electronically. The fee for this fingerprinting service is \$10.00. Petitioner must submit fingerprint cards and all required information to DPS by mail.

**FEES:** Under the authority of Chapter 411.088, Texas Government Code, DPS charges a \$15.00 fee and the FBI a \$14.75 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 \$29.75 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 Legal Name
- Race
- Signature (Must match Legal Name)
- 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)
- Driver License Number (in the MNU field)

**\*A copy of the petition MUST be attached to the fingerprint card(s).**

**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, Option 3.

Extreme care should be taken in following the directions above to alleviate any delay in processing the request.