

### **SPECIAL INSTRUCTIONS TO THE PETITIONER FOR NAME CHANGES**

THE FOLLOWING FINGERPRINT DATA SHEET IS REQUIRED BY THE FLORIDA DEPARTMENT LAW ENFORCEMENT (FDLE) TO HAVE STATE AND NATIONAL CRIMINAL RECORD CHECKS IN FILING A PETITION FOR NAME CHANGES. THIS PROCESS MUST BE COMPLETED BEFORE A HEARING CAN BE SET.

PLEASE COMPLETE THESE INSTRUCTIONS:

1. GO TO CLAY COUNTY SHERIFF'S OFFICE (CCSO) WITH THE ENCLOSED FINGERPRINT DATA SHEET AND YOUR PHOTO I.D. DURING NORMAL HOURS OF OPERATION MONDAY – FRIDAY FROM 8:00 – 11:00 A.M. AND 2:00 – 4:00 P.M. FOR MORE INFORMATION ABOUT CCSO FINGERPRINTING CALL (904) 213-6090.

YOU MAY ALSO USE A THIRD PARTY SERVICE PROVIDER IF THEY HAVE THE CAPABILITY TO SUBMIT FINGERPRINTS ELECTRONICALLY TO FDLE. A LIST OF SERVICE PROVIDERS IS AVAILABLE AT: <http://www.fdle.state.fl.us/Criminal-History-Records/Documents/ApplicantLivescanService-ProvidersVendors.aspx>. IT IS IMPORTANT TO KEEP THE ENCLOSED FINGERPRINT DATA SHEET AFTER YOUR FINGERPRINTS HAVE BEEN SUBMITTED AS IT CONTAINS THE TCN NUMBER NEEDED TO INPUT INTO THE FDLE WEBSITE FOR PROCESSING.

2. \*\*THERE IS A \$36.00 FEE CHARGED BY FDLE AND FBI FOR THIS PROCESS. THE PETITIONER IS TO PAY THIS FEE ONLINE AT: <https://www.fdle.state.fl.us/caps> AND CLICK ON CAPS (CIVIL APPLICANT PAYMENT SYSTEM). FDLE WILL NOT SEND THE RESULTS OF THE RECORD CHECKS TO THE CLERK OF COURTS UNTIL THIS FEE IS PAID. THE RESULTS MUST BE FILED WITH THE CLERK BEFORE A HEARING CAN BE SET.

\*\*THE SHERIFF'S OFFICE WILL NOT ACCEPT CHECKS FOR THE FDLE PROCESS FEE. THIS FEE MUST BE PAID ONLINE ONLY AT THE ABOVE WEBSITE IN PARAGRAPH #2 WITHIN 30 DAYS. IF THE FEE IS NOT PAID WITHIN THE 30 DAYS THEN THE FINGERPRINT CARD WILL NOT BE PROCESSED.\*\*

**FINGERPRINT DATA SHEET**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

CLAY COUNTY SHERIFF'S OFFICE

(904) 213-6090

901 N. Orange Avenue

Green Cove Springs, FL 32043

ORI: FL923610Z

Clerk of the Circuit Court Clay County

825 North Orange Avenue

Green Cove Springs, FL 32043

TCN: \_\_\_\_\_

Exact Name Entry: \_\_\_\_\_