

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

**CHECKLIST FOR:
PETITION FOR CHANGE OF NAME – FAMILY**

You may obtain the following forms at:

www.flcourts.gov - (select) – Self Help, Family Law Forms

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 1191 – 1st floor.**
5. Return your Electronic Fingerprint Card to **Family Law Clerk of Courts Room 1191 – 1st floor.**

ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- ☐ **Form 12.928**
 - Cover Sheet for Family Court Cases
- ☐ **Form 12.982(f)** Petition for Change of Name (Family)
 - NOTE:**
 - Separate supplemental forms must be filed for each adult and minor child(ren) included in the petition for change of family name. Petitioner(s) must initial supplemental forms at bottom of form.
 - Provide Documentation of either the following:
 - Marriage Certificate (if more than one marriage, provide Certificate each time there was a name change)
 - Previous Name Change Court Order changed by court (provide each)
 - Minor child's name previously changed by court order
- ☐ **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 (All Adults)**
Complete this AFTER FILING documents with the clerk
- ☐ **YOU MUST HAVE YOUR COURT RECIEPT WITH CASE NUMBER, PROVIDE TO THE SHERIFF’S OFFICE TO COMPLETE FINGERPRINTS AND BACKGROUND CHECK. BACKGROUND CHECK MUST BE COMPLETED USING YOUR LEGAL NAME.**
- ☐ **YOU MUST FILE THE FINGERPRINT CARD PROVIDED BY THE SHERIFF’S OFFICE WITH THE CLERK’S OFFICE.**
 - Inform Sheriff’s Office you are to get ELECTRONIC FINGERPRINTS done for a NAME CHANGE.
Provide ORI number: FL92366OZ
 - Must have fingerprints done by Sheriff’s Office at one of the following locations:



NAME CHANGE ORI NUMBER: FL92366OZ

LOCATIONS: POLICE MEMORIAL BUILDING

**501 EAST BAY STREET
JACKSONVILLE, FL. 32202
904-630-0500**

OR

SUBSTATIONS FOR ZONE 2:

**Merrill Crossing
9119 MERRILL RD, STE 26; JACKSONVILLE FL 32225**

Or Substation for ZONE 4:

**Cedar Hills Shopping Center
3726 BLANDING BLVD; JACKSONIVLLE FL 32210**

Name Change/Fingerprint Information

Once your Name Change Case has been filed with the Clerk of Courts, please contact the Sheriff's Office to Schedule your Fingerprint appointment. The charge for the Fingerprinting process with the Jacksonville Sheriff's Office is \$45.25 (per set).

Once you receive your Fingerprint Card back from the Sheriff's Office, please bring it to the Clerk's office for filing in your case.

Acceptable Payment Methods: Cash or Debit/Credit Card ONLY.

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 1191** 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

The Civil Unit Public Window is located inside the Duval County Courthouse at **501 W. Adams Street, 5th Floor, Room 5141, Jacksonville, FL 32202.**

The window is open Monday - Friday, 8 a.m. - 4 p.m., *excluding holidays*.

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.