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STATE OF TEXAS

NAME CHANGE

ADULT PACKET

Control Number - TX-9900

This packet contains the following:

1. Instructions;
2. Forms List; and
3. Access to Texas Law Summary.

I. **EXPLANATION OF PETITION FOR CHANGE OF NAME**

- A. In Texas, an action for a court ordered Change of Name begins with the filing of a Petition in the District Court. The Petition must contain certain information. The forms in this packet include the necessary information for an Adult Name Change in the State of Texas.
- B. You can use this packet if:
 - ▶ You are at least 18 years of age and a resident of the county in which you will file.
 - ▶ You have proper and reasonable cause for the requested change of name.
 - ▶ You are not changing your name to avoid debts or defraud creditors.

II. **WHAT FORMS ARE INCLUDED**

- A. Civil Case Information Sheet - (TX-CS-078A) - Mandatory cover sheet required to be filed with the initial filing of the Petition. Instructions are included with the cover sheet.
- B. Original Petition for Change of Name of Adult - (TX-NC-100) This document states the reasons and other required details for your name change.
- C. Order Granting Change of Name of Adult - (TX-NC-101) This is the final statement of the legalities and terms of your name change. Once this form is signed by the Judge and filed with the court, the name change is effective.
- D. Order for Hearing - (TX-NC-102) This document sets the matter for hearing.
- E. Information Sheet from the Texas Department of Safety regarding the process for obtaining and completing the FBI fingerprint card. - (TX-NC-103) - please read carefully.

If you did not order a completion package and need access to the download page again for any of the above forms, please check your email for a link to that will redisplay the page for you.

FBI Fingerprint Card - **NOT INCLUDED BUT MANDATORY** - A completed "fingerprint card" in a format acceptable to the Texas Department of Safety and the Federal Bureau of Investigation. This form is generally available at the criminal court in the county in which the Petitioner resides. You can be fingerprinted at most local law enforcement offices or the local DPS office. Generally, if you call and inquire they will tell you the procedure for being fingerprinted. It is not an uncommon procedure today and is generally required for all the licensed professions.

III. PROCEDURE FOR CHANGE OF NAME (ADULT) FOR THE STATE OF TEXAS

A. Preliminary Note:

1. The attached forms may be completed by:
 - a. Printing the forms and completing by hand. Use black ink and print neatly.
 - b. Printing the forms and completing using a typewriter.
 - c. By completing the forms on your computer using a word processing program and then printing the forms.
2. Use complete names and not initials. Check your spelling carefully, a misspelled word can delay your name change.
3. Print three (3) complete sets of forms.
4. All forms with a heading - the name of the court, the Petitioner's name, the case number, and the name of the document - require that the heading be completed. You will need to add the name of the court and the full name of the Petitioner. The "Case No." will be assigned by the court clerk at the time of filing.
5. Forms that require your signature and include a notary block **MUST** be signed in the presence of the notary or court clerk who will complete the acknowledgement. Use your complete name - first name, middle name, and last name.
6. When a form is filed with the court, request the clerk "file-stamp" one copy of the form for your file.
7. A Law Summary is available and can be printed for your State. To do so, go to the end of this package and select the Law Summary link under the form title and print. Review the summary before you being the process.

B. Procedure

- Step 1: Complete all the forms using complete names - middle names instead of middle initials.
- Step 2: File the Petition in the District Court in the county in which you reside and pay the appropriate filing fee and finger printing fee.
- Step 3: After filing the Clerk will advise you how a hearing will be set and if publication of any notice is required. Follow the directions of the Clerk.

Step 4: Appear as directed by the Clerk and present the Order to Change Name to the Court. At the hearing, any persons objecting to the requested Name Change will be heard by the Court; and the Court may examine, upon oath, the Petitioner(s) or other persons concerning the Petition.

After the Order is signed, a person whose name is changed may apply to the clerk of the court ordering the name change for a change of name certificate. A certificate of name change constitutes proof of the change of name of the person named in the certificate.

Step 5: You can obtain a certified copy of the Order from the Clerk after it has been signed by the Judge. Also after the Order is signed, A person whose name is changed may apply to the clerk of the court ordering the name change for a change of name certificate. A certificate of name change constitutes proof of the change of name of the person named in the certificate.

You are now ready to notify appropriate persons and governmental agencies of the change.

NOTE ABOUT COMPLETING THE FORMS

The forms in this packet contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

If you do not see the gray shaded form fields, go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a shaded letter “a”. Click in this button and the form fields will be visible.

The forms are locked which means that the content of the forms cannot be changed. You can only fill in the information in the fields.

If you need to make any changes in the body of the form, it is necessary for you “unlock” or “unprotect” the form. **IF YOU INTEND TO MAKE CHANGES TO THE CONTENT, DO SO BEFORE YOU BEGIN TO FILL IN THE FIELDS. IF YOU UNLOCK THE DOCUMENT AFTER YOU HAVE BEGUN TO COMPLETE THE FIELDS, WHEN YOU RELOCK, ALL INFORMATION YOU ENTERED WILL BE LOST.** To unlock click on “Tools” in the Menu bar and then selecting “unprotect document”. You may then be prompted to enter a password. If so, the password is “uslf”. That is uslf **in lower case letters without the quotation marks**. After you make the changes relock the document before you begin to complete the fields.

After any required changes and re-protecting the document, click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. If problems, please let us know.

LAW SUMMARY

The law summary file for this package can be located at the following address:

<http://www.uslegalforms.com/tx/TX-9900.htm>

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