



*Office of Paula S. O'Neil  
Clerk & Comptroller  
Pasco County, Florida*

## Electronic Fingerprinting Process For Name Change

### General Process

According to Chapter 68.07 of the Florida Statutes, a petitioner must have fingerprints taken electronically by an authorized agency provider prior to a court hearing on a request for a name change. The prints are submitted to the Florida Department of Law Enforcement (FDLE) for a state criminal history records check and the Federal Bureau of Investigation (FBI) for a national criminal history records check. The results are submitted by the FDLE to the Clerk & Comptroller's Office. The court uses the results to review the information filed by the petitioner and to evaluate whether to grant the petition.

The records check is not required for petitions to restore a former name or for changes of name in proceedings for dissolution of marriage or adoption of children.

**Please note** that if the name change is for a minor, the fingerprints of the petitioner/adult must be taken and submitted, not the minor's.

### Petitioners Instructions

Visit one of the approved providers listed below to be electronically fingerprinted. You are required to provide the Pasco County Origination Agency Identification Number (ORI) to the agency/provider:

**FL924020Z**

You will be given a "TCN #" and web site address by the agency/provider: <https://caps.fdle.state.fl.us>  
Within 24 hours visit the web site address and enter your Transaction Control Number (TCN ) and your name as it is typed into the system. You will pay by credit card, the sum of \$37.25 for the criminal background check. After the report is run, you will be able to print a confirmation card. The petitioner, parent or guardian of a minor for whom a name change is being sought, bears the cost.

The results will be transmitted to the Clerk & Comptroller's Office, and then the report will be sent to the court for further action if applicable.

### Approved Providers

Private authorized service providers to take fingerprints are also provided on the FDLE Website for a fee:  
<http://www.fdle.state.fl.us/Criminal-History-Records/Documents/ApplicantLivescanService-ProvidersVendors.aspx>

Criminal History Records are considered confidential. If you have any questions or concerns in regard to your record, please contact the FDLE.

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