

INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(a) PETITION FOR CHANGE OF NAME (ADULT)

**When should this form be used?**

This form should be used when an adult wants the court to change his or her name. This form is **not** to be used in connection with a divorce action. If you want a change of name because of a **dissolution of marriage** that is not yet final, the change of name should be done as part of that case.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** the original with the **Clerk and Comptroller** in the county where you live and keep a copy for your records

NOTE: Florida Statute 68.07 requires the petitioner have their fingerprints submitted for a state and national criminal history records check, before the court hearing on a petition for a name change except if a former name is being restored. Fingerprints for the petitioner shall be taken in a manner approved by the Department of Law Enforcement and shall be submitted electronically to the department for state processing for a criminal history records check. The department shall submit the fingerprints to the Federal Bureau of Investigation for national processing. The department shall submit the results of the state and national records check to the Clerk and Comptroller. The court shall consider the results in reviewing the information contained in the petition and evaluating whether to grant the petition.

There is a \$43.25 fee payable to the law enforcement agency for each person fingerprinted.

**What should I do next?**

Next, you must obtain a **hearing** date for the court to consider your request. You should ask the Clerk and Comptroller, **family law intake staff**, or **judicial assistant** about the local procedure for setting a hearing. You may be required to attend the **final hearing**. Included in these forms is a **Final Judgment of Change of Name (Adult)**, □ Florida Supreme Court Approved Family Law Form 12.982(b), which the **judge** may use. You should check with the Clerk and Comptroller, family law intake staff, or judicial assistant, to see if you need to bring a **final judgment** form with you. If so, you should type or print the heading, including the circuit, county, case number, division, and the parties' names, and leave the rest blank for the judge to complete at your hearing or trial. If the judge grants your **petition**, he or she will sign this **final Judgment**. This officially changes your name. The Clerk and Comptroller can provide you with **certified copies** of the signed final judgment. There will be charges for the certified copies, and the Clerk and Comptroller can tell you how much those charges are.

**Where can I look for more information?**

**Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms.** For further information, see section 68.07, Florida Statutes.

**Special notes...**

The heading of the form calls for the name of the **petitioner**. Your current name should go there, as you are the one who is asking the court for something. The judicial circuit, case number, and division may be obtained from the Clerk and Comptroller's office when you file the petition.

It may be helpful to compile a list of all of the people and/or places that will need a copy of your final judgment. This list may include the driver's license office, social security office, banks, schools, etc. A list will help you know how many copies of your final judgment you should get from the Clerk and Comptroller after your hearing.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, □ Florida Family Law Rules of Procedure Form 12.900 (a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.