

Name Change Information for Submitting Fingerprints to the FDLE

Effective October 1, 2009, Senate Bill 258 changes Section 68.07, Florida Statutes, pertaining to name change cases to require that, before a court conducts a hearing on a name change petition, the petitioner must have fingerprints submitted for a state and national criminal history records check, 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 of the court. The court shall consider the results in reviewing the information contained in the petition and evaluating whether to grant the petition.

- 1.) Contact one of the approved Live Scan Vendors in the attached document to inquire on how to have your fingerprints submitted electronically to FDLE. The fee for submission to the FDLE is \$43.25 (FDLE fee is \$24.00 and the FBI fee is \$19.25). This fee will be collected by the Live Scan Vendor and submitted to the Florida Department of Law Enforcement. This fee is not collected or retained by the Clerk of Circuit Court for Hillsborough County. Each individual Live Scan Vendor also requires a fee for their service. You will need to contact one of the listed vendors to discuss their fees. Please provide the Live Scan Vendor with the Hillsborough County ORI number **FL923790Z**.

- 2.) Once the FDLE processes your background check and submits the results to the Clerk of the Circuit Court, a hearing will be scheduled. A hearing cannot be scheduled until the Clerk has received the background results from FDLE.

The fees associated with filing a Petition for Name Change are as follows:

Filing Fee:	\$400.00
Preparing, Signing and Sealing Name Change Report of Final Judgment to Florida Department of Law Enforcement:	\$7.00
Preparing, Signing and Sealing Report of Legal Name Change to Office of Vital Statistics:	\$7.00
Total:	\$414.00

Tampa Police Department Electronic Fingerprinting Service

The cost of the fingerprint scanning service is approximately \$43.25.

The Tampa Police Department also charges a \$10.00 service fee (cash or check paid at The Tampa Police Department).

**Tampa Police Department
411 N. Franklin St.
Tampa FL 33602
Monday, Wednesday, Friday 8am-3pm
813-276-3376**

- The Tampa Police Department cannot accept payment, you will need to submit payment using a secure web-based payment system called the Civil Work Control System (CWCS) developed by the Florida Department of Law Enforcement (FDLE). You can get to this site by using this link: <http://www3.fdle.state.fl.us/caps> You will need your credit card and the fingerprint card given to you by the fingerprint technician at the police department. This fingerprint card will include a **Transaction Control Number** (a number that will begin with the 70LX followed by 16 digits, located on the top left corner of the fingerprint card) and your name. Follow the instructions on the CAPS website very carefully. **TYPE THE TRANSACTION CONTROL NUMBER AND YOUR NAME EXACTLY AS THEY APPEAR ON THE FINGERPRINT CARD.** At the conclusion of your online transaction, **print a copy of the CWCS receipt screen.**

NOTE: You must submit your payment via CWCS WITHIN 30 DAYS of having your fingerprints scanned or your electronic response will be deleted from the CWCS database. If you do not submit payment within 30 days, you will need to go back to the police department to have your prints scanned again. You will then have another 30 days in which to remit payment.