



Office of Nikki Alvarez-Sowles, Esq. Pasco County Clerk & Comptroller

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 or provider, such as the Pasco County Sheriff's Office or private 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.

Petitioner's Instructions

Visit one of the approved providers listed below to be electronically fingerprinted. The Pasco County Sheriff's Office does not charge a fee for electronic fingerprints or you may elect to go through a private provider who will charge a fee. 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 within 24 hours. Visit the web site address and enter you "TCN #" and your name as it was typed into the system: <https://www3.fdle.state.fl.us/caps/>. You will pay by credit card the sum of \$40.50 for the criminal background check. After the report is run, you will be able to print a confirmation card. The petitioner, or 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.

Pasco County Sheriff's Office & Approved Providers

<p>Pasco County Sheriff's Office Gulf View Square Mall – currently This location will only be offering fingerprinting for Foreign Passports and Expungements – Sealed records (form #40-024) only. Contact them at the number below for information. 9409 U.S. 19, Port Richey, Florida 1-800-854-2862, ext. 3376 No appointment necessary Monday-Thursday 10 a.m. to 2 p.m. Thursday evenings 4 p.m. to 7 p.m.</p>	<p>Pasco County Sheriff's Office The Shops at Wiregrass (Next to Dillards) 38239 Paseo Drive, Unit 195 Wesley Chapel, FL 33543 Call for further information: 813-994-3845 Monday & Friday 11 a.m. to 3 p.m.</p> <p>Pasco County Sheriff's Administration Offices, Human Resources Department Requests for a Name Change Monday-Friday 8 a.m. to 5 p.m.</p>	<p>Private authorized service providers to take fingerprints are also provided on the FDLE Website for a fee:</p> <p>http://www.fdle.state.fl.us/Content/Criminal-History/Livescan-Service-Providers-and-Device-Vendors.aspx#ServiceProviders</p>
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