



## 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.

#### Livescan Fingerprint Services Approved Providers

##### Tax Collector, Pasco County:

##### Gulf Harbors Office

4720 U.S. Hwy 19  
New Port Richey, FL 34652

##### Wesley Chapel Office

4610 Pet Ln, C 101  
Lutz, FL 33559

##### Call for further information:

(813) 235-6076  
(727) 847-8032  
(352) 521-4338  
Monday – Friday  
8:30 a.m. – 5:00 p.m.

Authorized service agencies/providers to take fingerprints are also provided on the FDLE Website for a fee:

<http://www.fdle.state.fl.us/cms/Criminal-History-Records/Documents/ApplicantLivescanService-ProvidersVendors.aspx>

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P.O. Box 338, New Port Richey, FL 34656-0338

Phone: New Port Richey (727) 847-8031, option 3 - Dade City (352) 521-4542, option 3 [www.pascoclerk.com](http://www.pascoclerk.com)