

Your transaction control number is TCN# 70SX_____.

FINGERPRINT INFORMATION
FOR NAME CHANGE PETITIONERS

before the court hears a name change petition, each adult petitioner (unless a former name is being restored) must have fingerprints submitted for a state and national criminal history records check, F.S. 68.07, which must be submitted electronically. The cost must be borne by the name change petitioner.

To get your fingerprints submitted electronically:

1. Visit the Alachua County Sheriff's Office
 2621 SE Hawthorne Road
 Gainesville, FL 32641
 (352) 367-4000
 Fingerprinting hours are Monday through Friday, 7 a.m. to 7 p.m.
2. Bring this information sheet with you to the Alachua County Sheriff's Office.
3. Bring your picture ID—a Florida driver's license is preferred. You will not be able to submit your fingerprints without a picture ID.
4. The Sheriff's Office will use the Originating Agency Identification (ORI) Number FL923520Z to insure that FDLE returns the electronic report to the Alachua County Clerk's Office.
5. Bring cash (small bills), cashiers or certified check, or money order for the \$10 Sheriff's fee.
6. The Sheriff's Office will record the transaction control number (TCN) on this form to be used in the payment process in number 7. Keep this for your records.
7. The FDLE payment of \$36.00 (\$24 FDLE and \$12.00 FBI) must be made online at <https://caps.fdle.state.fl.us/caps/app/start> by credit card after your fingerprints are taken.
 At the website, follow the prompt: ➡ To Provide Payment Information, Click [Here](#) ⬅ and enter the requested information.
 - a. The TRANSACTION CONTROL NUMBER (TCN), which is at the top of this information sheet.
 - b. Enter your name Exactly As Formatted in the livescan submission. For example: ALL caps, LAST name first, COMMA space, FIRST NAME space, and any MIDDLE INITIAL OR MIDDLE NAME. DO NOT add any HYPHENS, JR, SR, I, II, III etc...
 - c. Enter your credit card and personal information.
 - d. Submit the payment transaction.
 - e. Print the confirmation of the payment and submit it along with this form to the Clerk.
8. The agencies conducting the fingerprint checks will send the results directly to the Alachua County Clerk of Court. **DO NOT FILE YOUR FINGERPRINT CARD.**
9. If you have questions about the electronic fingerprint submission, you may contact FDLE's E-Government Criminal History Services Section at (850) 410-8161.

**RETURN THIS FORM AND PAYMENT CONFIRMATION WITH YOUR
 PETITION TO CLERK WITHIN 48 HOURS**