

**PAM CHILDERS**  
**CLERK OF THE CIRCUIT COURT AND COMPTROLLER**

**INSTRUCTIONS FOR OBTAINING ELECTRONIC FINGERPRINT CARDS**  
**FOR NAME CHANGE CASES**

Effective October 1, 2009, Senate Bill 258 becomes effective. It 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. It also provides that:

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.

You may obtain the electronic fingerprint card at the Escambia County Sheriff's Office located at 1700 West Leonard Street, Main Administrative Building, Front Desk, Pensacola, Florida 32501. The telephone number is 850-436-9620. There will be a \$5.00 fee for this service. You will pay the Sheriff's office directly and they will accept cash only. The Sheriff's Office will process your fingerprints and give you a copy of your fingerprint card.

You will need to submit payment using a secure based payment system called the Civil Work Control System (CWCS) developed by the Florida Department of Law Enforcement (FDLE). You will be required to go to the following web site <https://caps.fdle.state.fl.us> , enter the number provided on the fingerprint card and pay the required fee \$36.00 charges by FDLE for the criminal record search. You will need your credit card and the copy of the fingerprint card provided to you by the fingerprint technician at the Sheriff's Office. On the copy of the fingerprint card, you will find a Transaction Control Number (a number that will begin with 70SX followed by 16 digits) and your name. Follow the instructions on the CWCS web site very carefully. TYPE THE TRANSACTION CONTROL NUMBER AND YOUR NAME EXACTLY AS IT APPEARS. At the conclusion of your online transaction, print a copy of the CWCS receipt screen. The Sheriff's Office cannot accept the payment. If you do not follow through and pay on the website, the electronic fingerprints will not be submitted.

**Attention Sheriff's Department**

FDLE requires that Name Change fingerprints be submitted electronically  
Please use ORI#FL923670Z