

## **PETITION FOR NAME CHANGE FINGERPRINTING INSTRUCTIONS FOR CRIMINAL SEARCH**

1. Go to the front desk of the Sheriff's Office in either Shalimar or Crestview to be fingerprinted. The Sheriff's Office does not charge a fee for fingerprinting.
2. The Sheriff's Office will process your fingerprint card.
3. You will then be required to go to the following website, <http://caps.fdle.state.fl.us>. You will need a credit card and the copy of the fingerprint card provided to you by the fingerprint technician at the Sheriff's Office.
4. Follow the instructions on the web site very carefully. 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. TYPE THE TRANSACTION CONTROL NUMBER AND YOUR NAME EXACTLY AS IT APPEARS ON THE CARD and pay the required fee of \$43.25 (amount subject to change) charged by FDLE for the criminal record search. At the conclusion of your online transaction, print a copy of the CWCS receipt screen. If you do not follow through and pay on the website, the electronic fingerprints will not be submitted.