

Instructions for obtaining electronic fingerprints & background check required for Name Change Petitions

PURSUANT TO THE AMENDMENT OF Section 68.07 F.S. (Name Change Statute) THE FOLLOWING BECAME EFFECTIVE OCT.1, 2009:

WHEN YOU FILE A NAME CHANGE ACTION (**EXCEPT WHERE A FORMER NAME IS BEING RESTORED**):

YOU MUST HAVE FINGERPRINTS SUBMITTED FOR A CRIMINAL RECORDS CHECK BY A LAW ENFORCEMENT AGENCY OR SERVICE PROVIDER AUTHORIZED TO SUBMIT PRINTS ELECTRONICALLY TO THE FLORIDA DEPT. OF LAW ENFORCEMENT. COSTS FOR THIS SERVICE MUST BE PAID BY THE PETITIONER.

THE RESULTS WILL BE RETURNED TO THE CLERK'S OFFICE, AT WHICH TIME YOU MAY REQUEST A HEARING BY CONTACTING THE SELF HELP DEPARTMENT @534-4015. PLEASE ALLOW TWO WEEKS AFTER FINGERPRINTING FOR THE RESULTS TO BE FILED.

You may obtain fingerprints from any of these Polk County Sheriff's Office locations:
IMPORTANT: YOU MUST CALL AHEAD FOR AN APPOINTMENT

POLK COUNTY SHERIFF'S MAIN OFFICE 863-298-6242

1891 JIM KEENE BLVD., WINTER HAVEN

(Behind County Utilities, just East of Thornhill Rd. and just West of All Saints Academy)

SOUTHEAST DISTRICT 863-678-4170

4011 SGT. MARY CAMPBELL WAY, LAKE WALES

(Corner of Thompson Nursery Rd. & Hwy. 27 behind Walgreens, across from Eagle Ridge Mall)

SOUTHWEST DISTRICT 863-499-2400

4120 US HWY. 98 SOUTH, LAKELAND

(In front of Polk State College/USF)

NORTHEAST DISTRICT 863-236-3900

1100 DUNSON RD., DAVENPORT

(Dunson Rd. is at the North end of Cracker Barrel on Hwy 27)

NORTHWEST DISTRICT 863-577-1600

1045 WEDGEWOOD ESTATES BLVD., LAKELAND

(Off of Hwy 98N, across the street from the North end of the Beall's/Beef O'Brady shopping center)

The fee for the records check is \$38.75. There is a separate local fee of \$5.00.

These fees must be paid separately.

You must pay by cash or personal checks (one for \$36.00 & one for \$5.00) made payable to the Polk County Sheriff's Department.

Credit cards or debit cards are not accepted.