



**SCOTT ELLIS**  
CLERK OF THE CIRCUIT AND COUNTY COURTS  
BREVARD COUNTY, FLORIDA

**NOTICE TO NAME CHANGE PETITIONER**

Prior to a court hearing on a petition for a name change, except if a former name is being restored, the petitioner must have fingerprints submitted for a state and national criminal history records check. The hearing may not be conducted until the Clerk receives the results of the criminal history records check.

Effective October 1, 2009, the Florida Department of Law Enforcement (FDLE) has established new procedures for persons seeking a name change. Petitioners are now required to have state and national criminal record checks as a part of their Petition for Name Change.

Fingerprints for the Petitioner shall be submitted electronically to the department for state processing for a criminal history records check. The results will be transmitted to the Clerk electronically. FDLE has advised this office that the records check should take less than a week to complete after they have received the fingerprint.

The Brevard County Sheriff's Office may perform the record check or for a list of service providers you may visit:

<http://www.fdle.state.fl.us/Caps>

**The Brevard County Clerk of Courts has been assigned an Originating Agency Identifier (ORI) number of FL923560Z. When you have your fingerprints taken at an authorized provider, you must provide Brevard County's ORI number to the agency providing the service.**

The Petitioner or the parent or guardian of a minor for whom a name change is being sought is responsible for the fee for processing fingerprints and conducting the state and national criminal history records check. The fee is \$36.00 plus an additional fee for the agency providing the service. Please contact the Sheriff or the selected service provider for the fee for this process.