

## **GUIDELINES – ADULT NAME CHANGE HOUSTON COUNTY, ALABAMA**

**The following applicable items must be filed with your Petition:**

### **1. Results of criminal history background check.**

- from any and all states in which you have resided in the last five (5) years,
- OR, an FBI criminal background check (which will cover all states);

**Exceptions to the background check requirement:**

**You are NOT required to obtain a criminal history background check if:**

- 1) You are changing your name from your married name to your maiden name within one year of a divorce, OR
- 2) You are seeking to correct a spelling error on your Birth Certificate.

***To obtain an Alabama background check:***

In order to obtain an Alabama state wide background check you will need to submit the following items to the Alabama Law Enforcement Agency:

- a. Application to Review Alabama Criminal History Record Information
  - The application is available on the Alabama Law Enforcement Agency's website – [www.alea.gov](http://www.alea.gov). If you do not have access to a computer you can utilize one at a local public library.
  - Under "Citizen Information" Select "I Need To" then "Order a Background Check"
  - Select, Print, and Complete the *Application to Review or Challenge AL Criminal History Record*
- b. Set of the applicant's fingerprints on the blue and white fingerprint cards.
  - Fingerprints may be taken at the Houston County Jail by appointment only.
  - To make an appointment call (334) 712-0762.
- c. A fee of \$25.00 money order or bank cashier's check

Mail the completed application, fingerprint card and payment to:

Records & Identification Division  
P. O. Box 1511  
Montgomery, Alabama 36102-1511

- Once the Alabama Law Enforcement Agency completes your background check, the results of the background check will be mailed to you. You must bring the results to our office, along with all of the other required documents.

**To obtain an FBI background check (see FBI website for complete instructions):**

- Go to the FBI's website, [www.fbi.gov](http://www.fbi.gov). If you do not have access to a computer, you can utilize one at a local public library.
- Select the "Services" tab
- Select "Identity History Summary Check"
- Carefully read the instructions.
- The FBI offers three options to request your Identity History Summary:
  - Option 1 - Electronically submit your request directly to the FBI
  - Option 2 - [Submit your request directly to the FBI](#) via mail
  - Option 3 - Submit to an [FBI-approved Channeler](#)
- If you choose Option 2, mail the signed applicant information form, fingerprint card, and payment of \$18.00 for each person or copy requested—to the following address:

FBI CJIS Division – Summary Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306

- Once the FBI completes your background check, the results of the background check will be mailed to you. You must bring the results to our office, along with all of the other required documents.

**2. A certified copy of your birth certificate.** The petitioner must be 19 years of age or older. **The certified copy must be dated within the last six (6) months** If you were born in the State of Alabama, you may obtain a certified copy from the local Houston County Health Department (334-678-2800) or from the Center for Health Statistics (334-206-5418).

**3. Valid Photo Identification.** (e.g., valid driver's license/non-driver's license/military ID)

**4. Proof of residency.** The petitioner must be a resident of Houston County, Alabama. If the petitioner's driver's license shows an address out of county, out of state, or that is not petitioner's current address, proof of residency is required at the time of filing, e.g., a bill, deed or lease.

**5. Documentation of divorce.** If the petitioner is seeking a name change as a result of a divorce, proof of divorce is required.

**6. \$51.00 filing fee.** Payment may be made by cash only.

**Additional Requirements:**

1. The petition must be completed in **BLACK INK**.
2. The petition must be legible.
3. The petition must be notarized.

**Once you have completed your Petition and have ALL of the required items, call 334-677-4719, to schedule an appointment for a name change. You must bring the Petition and all required items to the appointment.**