

## **Finger Print Instructions for Name Change Cases as of 10/1/2009**

1. If you are going to a FORMER NAME, then you DO NOT have to be finger printed.
2. If this is a name change for a minor child, then both natural parents must be printed.
3. Once the case is filed and a case number has been assigned, you will receive from the Clerk a set of instructions for being finger printed and a finger print card.
4. You will then need to go to the Sheriff's Department at 4700 West Midway Road, Fort Pierce, FL 34981 to have your finger prints taken. You will need to take with you the BLANK card, a Photo ID and \$5.00 in CASH. Their hours are Tuesday – Friday from 12:00pm to 4:15pm. When finished, the Sheriff's Department will give you a Transaction Control Number (TCN).
5. Then about 24 hours after being printed you will need to go to this FDLE website <https://www3.fdle.state.fl.us/caps> with your Transaction Control Number. You will then pay the processing fee of \$43.25 via credit card. This is the charge for FDLE and FBI to process your prints.
6. Once your finger prints have been processed, FDLE will send an email to the Clerk's office with the Criminal History Records Search enclosed. The Criminal History Records Search will then be printed out and placed in the court file. At this point the Case Manager will be notified via email that the search was received. They will review your case and schedule the final hearing.  
\*\*A final hearing CAN NOT be set until this records search is returned to the Clerk's office and placed in the court file.\*\*