

# Name Change

## Adult Name Change Guidelines

(Effective – January 2, 2020)

**Petitioner must be 19 years of age or older and must be a resident of Morgan County to file a petition for name change.** If the petitioner's driver's license shows an address out of county or out of state, proof of residency is required at the time of filing, i.e., utility bill, deed or lease.

## Documents Required to Do an Adult Name Change

### 1. Certified criminal history background checks based on fingerprints from ALEA

#### Process – ALEA

- Customer should go to ALEA's website at <https://www.alea.gov/>. (If you do not have access to a computer, you can utilize one at a local public library).
- Once on the website, click on "Services" and then [ALEA Application to Review Alabama Criminal History Record Information \(CHRI\)](#)
- Read the instructions carefully and fill out the Application Information form and print it out.
- The applicant will have to be fingerprinted, provide a copy of the current photo ID, and the AL CHRI application and a payment of \$25.00 in the form of a money order or Cashier's check (each additional copy is \$5.00 extra) in person at 301 S. Ripley Street, Montgomery, AL 36104 (Adams Ave side) or by mail at PO Box 1511, Montgomery, AL 36102-1511
- Please refer to Alabama Law Enforcement Agency's (ALEA) website listed below for required photo identification (follow the links).

Go to: [www.alea.gov](http://www.alea.gov)

Information

Driver License Document Requirements and Fees

Document Requirements and fees (Open this up and go to the bottom of page until you see "Acceptable Forms of Identification. (Primary and Secondary)").

- Customer may call (334) 353-4340 if there are any questions. When you go to the ABI's office, barring any problems, it can be done while you wait.
- Customer will receive a certified criminal history background check from the ALEA that **must** be brought to the Probate Court when filing for name change.

- The ALEA can print out a copy of the applicant fingerprint cards that you **must** have in order to submit to the FBI, along with the forms online (listed below) and the fee. There is **no** charge to print out fingerprint cards by the ALEA.

## **2. Certified criminal history background checks from the FBI (Federal Bureau of Investigation– nationwide.)**

### **Process - FBI**

- Go to the FBI's website, which is located at [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.
- Once on the website, go to "**services**" and choose "Identity History Summary Checks."
- There are two different ways to obtain the background check from the FBI. The two choices are listed on the instructions.
- Read the instructions carefully and fill out the Application Information form and submit it online or print it out and mail it.
- If you choose to submit your request directly to the FBI and mail the request in, please submit the form, the original fingerprint card and \$18.00 fee per person. They will accept a cashier's check, money order or credit card.
- The mailing address to the FBI is:

#### **FBI CJIS Division – Summary Request**

1000 Custer Hollow Road  
Clarksburg, WV 26306

- The FBI will also send you a certified identity history summary check that must be brought into the Probate Court along with the ALEA 's certification.
- If you have questions for the FBI, you may contact a local office, as follows:

#### **FBI Mobile**

200 N. Royal Street

Mobile, AL 36602

[mobile.fbi.gov](http://mobile.fbi.gov)

(251) 438-3674

#### **FBI Birmingham**

1000 18th Street North

Birmingham, AL 35203

[birmingham.fbi.gov](http://birmingham.fbi.gov)

(205) 326-6166

- 3. Certified copy of your birth certificate. Petitioner must be 19 years of age or older to petition for an adult name change.** (If you were born in the State of Alabama, you may contact the Center for Health Statistics at (334) 206-2637 to obtain a certified copy of the birth certificate. If you were born in a foreign country and the birth certificate is in a foreign language, then it must be translated into English by a certified translator)
- 4. Picture identification** (i.e., driver's license/non-driver's license)
- 5. Proof of residency** (If the petitioner's driver's license shows an address out of county or out of state, proof of residency is required at the time of filing, i.e., utility bill, deed or lease.)
- 6. Social Security Card**
- 7. \$22.00 filing fee - plus additional recording costs to be determined when petition is filed**  
(Payment can be made by cash, check, credit card [MasterCard, Visa or Discover] or money order) If you have any questions, you may contact our office at:

Judge of Probate  
302 Lee St. NE  
Decatur, AL 3601  
(256) 351-4675

## Fingerprinting Service



We provide fingerprinting for background checks and pre-employment requirements.

Fingerprint services are handled at our office which is located at 119 Lee St NE, Decatur, Alabama 35601.

- The sheriff's office does NOT supply fingerprint cards.
- The cost per fingerprint card is \$20.00. (Cash Only)
- Fingerprinting is available Monday thru Thursday, 9:00 am to 3:30 pm

When you arrive, go to the Clerk's Office on 2nd Floor office and complete the fingerprinting fee transaction (Cash Only). From there you will be directed downstairs to the Jail lobby. A jailer will call you in to be fingerprinted.



# Minor Name Change Guidelines

(Effective January 2, 2020)

**The minor child, who is under the age of 19 years of age, must be a resident of Morgan County for his/her parent(s) to file a petition for name change.** If the petitioner's driver's license shows an address out of county or out of state, proof of residency is required at the time of filing, i.e., utility bill, deed or lease.

**Petition for name change must be filed by an attorney if any of the following apply:**

- If the mother or father refuses to consent to the name change.
- If mother's or father's whereabouts are unknown.
- If birth certificate does not list a father's name and there is not a court order or a blood test stating who the father is.
- If you do not have an attorney, you may contact the Alabama State Bar Association at (334) 269-1515 for a referral.

## Documents Required to Do Minor Name Change

- 1. Certified criminal history background checks based on fingerprints from the ABI (Alabama Bureau of Investigation – local.)**

### Process – ALEA

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- Once on the website, click on "Services" and then [ALEA Application to Review Alabama Criminal History Record Information \(CHRI\)](#)
- Read the instructions carefully and fill out the Application Information form and print it out.
- The applicant will have to be fingerprinted, provide a copy of the current photo ID, and the AL CHRI application and a payment of \$25.00 in the form of a money order or Cashier's check (each additional copy is \$5.00 extra) in person at 301 S. Ripley Street, Montgomery, AL 36104 (Adams Ave side) or by mail at PO Box 1511, Montgomery, AL 36102-1511
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Information

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Document Requirements and fees (Open this up and go to the bottom of page until

you see "Acceptable Forms of Identification. (Primary and Secondary)".

- Customer may call (334) 353-4340 if there are any questions. When you go to the ABI's office, barring any problems, it can be done while you wait.
- Customer will receive a certified criminal history background check from the ALEA that **must** be brought to the Probate Court when filing for name change.
- The ALEA can print out a copy of the applicant fingerprint cards that you **must** have in order to submit to the FBI, along with the forms online (listed below) and the fee. There is **no** charge to print out fingerprint cards by the ALEA.

## **2. Certified criminal history background checks from the FBI (Federal Bureau of Investigation– nationwide.)**

### **Process - FBI**

- Go to the FBI's website, which is located at [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.
- Once on the website, go to "**services**" and choose "Identity History Summary Checks."
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- Read the instructions carefully and fill out the Application Information form and submit it online or print it out and mail it.
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- If you have questions for the FBI, you may contact a local office, as follows:

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(251) 438-3674

**FBI Birmingham**

1000 18th Street North

Birmingham, AL 35203

[birmingham.fbi.gov](http://birmingham.fbi.gov)

(205) 326-6166

- 3. Certified copy of both parent(s) birth certificate.** (If you were born in the State of Alabama, you may contact the Center for Health Statistics at (334) 206-2637 to obtain a certified copy of the birth certificate. If parent(s) were born in a foreign country and the birth certificate is in a foreign language, then it must be translated into English by a certified translator)

**If the parental rights of the natural mother or father have been terminated, a certified copy of the Court order terminating parental rights.**

- 4. Certified copy of minor child's birth certificate.** (If the child was born in the State of Alabama, you may contact the Center for Health Statistics at (334) 206-2637 to obtain a certified copy of the birth certificate. If the child was born in a foreign country and the birth certificate is in a foreign language, then it must be translated into English by a certified translator.)

**If father's name is not listed on birth certificate, a certified copy of the court order or blood test will be required stating he is the natural father.**

- 5. Picture identification of petitioners** (i.e., driver's license/non-driver's license)
- 6. Proof of residency of petitioners** (If the petitioner's driver's license shows an address out of county or out of state, proof of residency is required at the time of filing, i.e., utility bill, deed or lease.)
- 7. Social Security Card of both natural parents and minor child**
- 8. Consent of minor child if the minor is over 14 years of age.**
- 9. \$22.00 filing fee - plus additional recording costs to be determined when petition is filed**

(Payment can be made by cash, check, credit card [MasterCard, Visa or Discover] or money order) If you have any questions, you may contact our office at:

Judge of Probate  
302 Lee St. NE  
Decatur, AL 3601  
(256) 351-4675

By law, to be considered a minor in the State of Alabama, the minor child must be under the age of 19 years.

Specific requirements vary from county to county. The requirements of Morgan County Probate Judge are listed above.