

## CRIMINAL HISTORY RECORD CHECK NAME CHANGE PETITIONERS

Florida Statute 68.07 was amended effective October 1, 2009, to require petitioners requesting a name change electronically submit fingerprints to the Florida Office of Law Enforcement (FDLE) for a local and national criminal history check.

The Flagler County Sheriff's Office may assist you and the days and times listed below. A fee of \$7.00 will be charged at the time the fingerprints are taken.

To complete the process an additional \$43.25 (\$24.00 to FDLE and \$19.25 to F BI) is required to be paid within 30 days of submitting your fingerprints. **This payment has to be made electronically by credit card through the CWCS Applicant Payment Application at [www3.fdle.state.fl.us/Caps/](http://www3.fdle.state.fl.us/Caps/).** You will need your Transaction Control Number (TCN) as provided by the Flagler County Sheriff's Office to process this payment, and you must also enter your name just as the sheriff's office did with the original submission. Your caps lock must be on. After your online payment, a receipt for your transaction will display. You should print one for your records.

Flagler County Sheriff's Office  
1001 Justice Lane  
Bunnell, FL 32110

Tuesdays and Wednesdays  
1:00 to 3:00 pm by appointment only

386-586-4864 or 386-586-4871

Your fingerprints will be submitted to FDLE for a state and national criminal records check and will be processed within 24 to 72 hours from time of receipt. The Clerk's office will receive a notification email and provide the results to the Court when considering your request.

If your fingerprints are rejected for fingerprint quality, you will be required to resubmit a second set at no additional cost.

If you have any questions or need assistance related to electronic fingerprint submissions, please contact FDLE Criminal History Services at 850-410-8161 or via email at [applicantchecks@fdle.state.fl.us](mailto:applicantchecks@fdle.state.fl.us).