

# NAME CHANGE CASE REQUIREMENTS

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1. For information about name changes, consult [Section 68.07](#), Florida Statutes.
2. Unless you are seeking to restore a former name, you must submit fingerprints for a state and national criminal records check. Further, your fingerprints must be taken in a manner approved by the FDLE and must be submitted to the FDLE for a state and national criminal records check. The process may take several weeks and you must pay the cost of processing the fingerprints and conducting the state and national criminal history records check.
3. The Leon County Sheriff's Office (LCSO) provides this service. The location and hours are noted [here](#). Provide this Originating Agency Identification (ORI) Number **FL923870Z** to the LCSO for fingerprinting purposes. This will insure that the FDLE returns the report to the Leon County Clerk of the Circuit Court & Comptroller (Clerk) for use in your name change case.
4. Use the forms located [here](#) – forms 12.982 A-G – to start your name change case. On Clerk's [website](#), use Quick Links on the left panel to go to Fees and Charges to learn about the filing fees for a name change case.