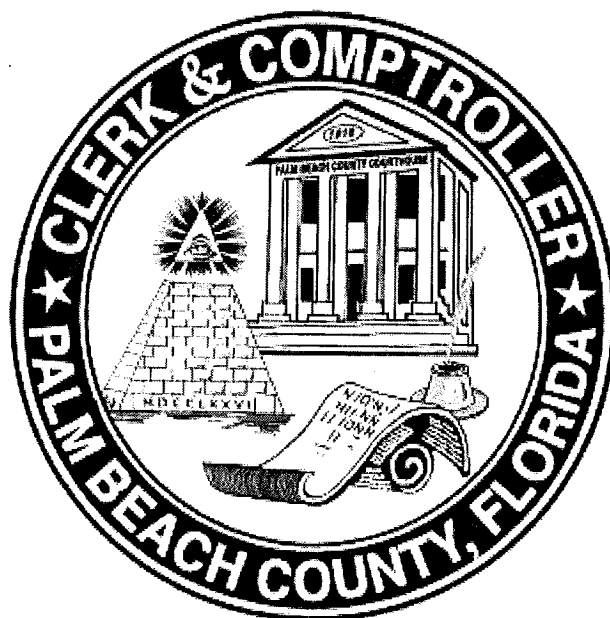


Sharon R. Bock
CLERK & COMPTROLLER
SELF SERVICE CENTER

Your Guide Through The Courts



Packet #12

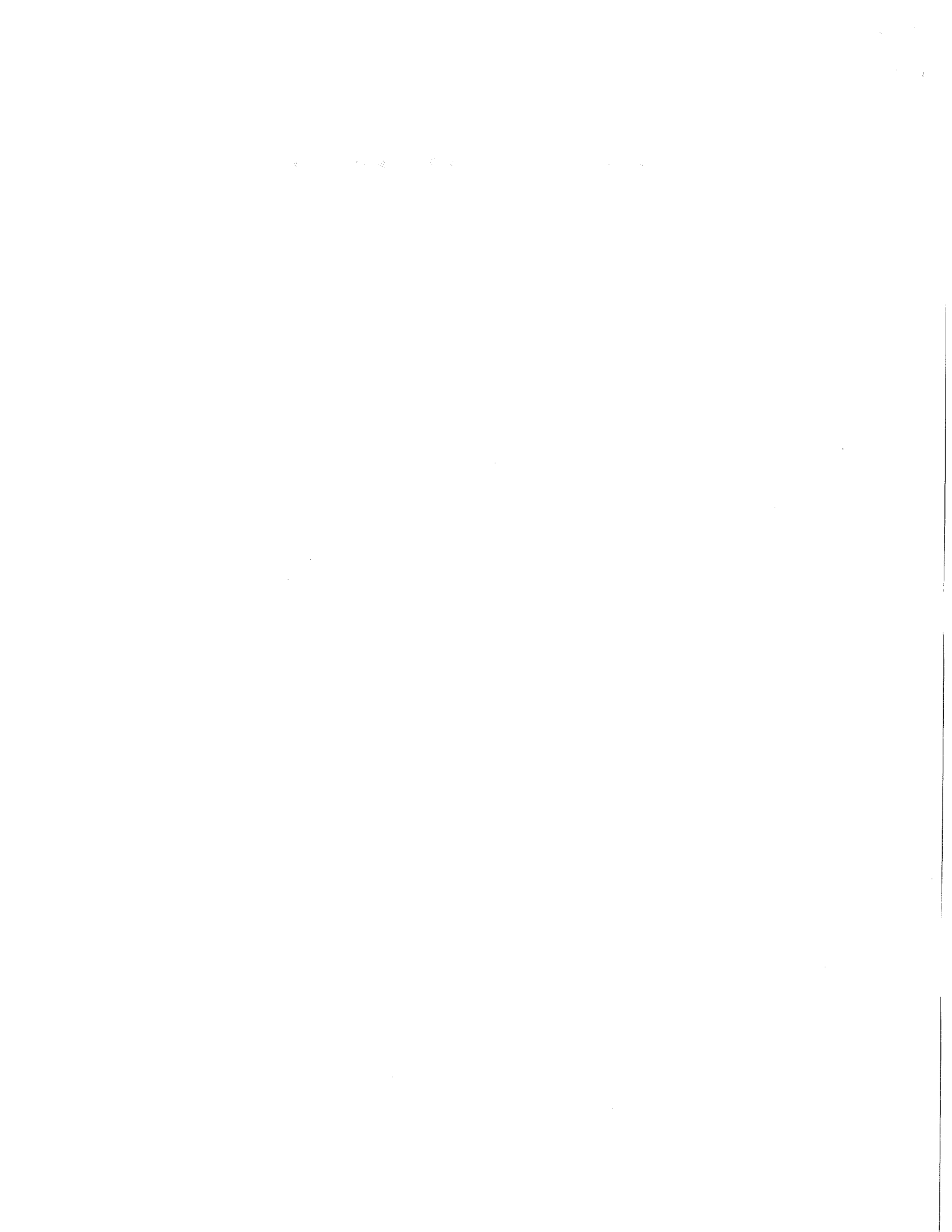
Revised 01/2015

PETITION FOR CHANGE OF NAME
MINOR CHILD (REN)

NON-REFUNDABLE

(86 PAGES)

\$10.00



SELF SERVICE CENTER SERVICES

All instructions and forms distributed by the Clerk & Comptroller are provided as a public service to persons seeking to represent themselves in court without the assistance of an attorney. These documents are meant to serve as a guide only, and to assist *pro se* (self-represented) litigants with their cases. Any person using these instructions and/or forms does so at his or her own risk, and the Clerk shall not be responsible for any losses incurred by any person in reliance on the instructions and/or forms.

Attorney Consultation *	\$15.00/15 minutes
Attorney Consultation *	\$30.00/30 minutes
Attorney Consultation *	\$60.00/60 minutes
Deputy Clerk Signing	\$3.50/signature
Notary signing	\$10.00/signature
Copies prior to filing	\$.15/page
Single Forms	\$1.00/page
Fax Services	\$1.00/page
Community Resource Referral- pamphlets	NO FEE

* Attorneys do **not** provide legal advice - will assist on procedural matters/filling out legal forms

****FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE****

You may file and obtain information at the following locations:

Palm Beach County Courthouse
205 N. Dixie Highway, Rm #3.2200
West Palm Beach, Florida 33401
561-355-7048

North County Courthouse
3188 PGA Blvd
Palm Beach Gardens, Florida 33410
561-624-6650

South County Courthouse
200 W. Atlantic Ave.
Delray Beach, Florida 33444
561-274-1588

West County Courthouse
2950 State Road 15, Rm. #S-100
Belle Glade, Florida 33430
561-996-4843

The Self Service Information Line

Unified Family Court Dept. (for information regarding an existing case)

Visit us at our web site

Legal Aid Society (if you can't afford an attorney)

Lawyer Referral Service of the PBC Bar Association

(561) 355-7048

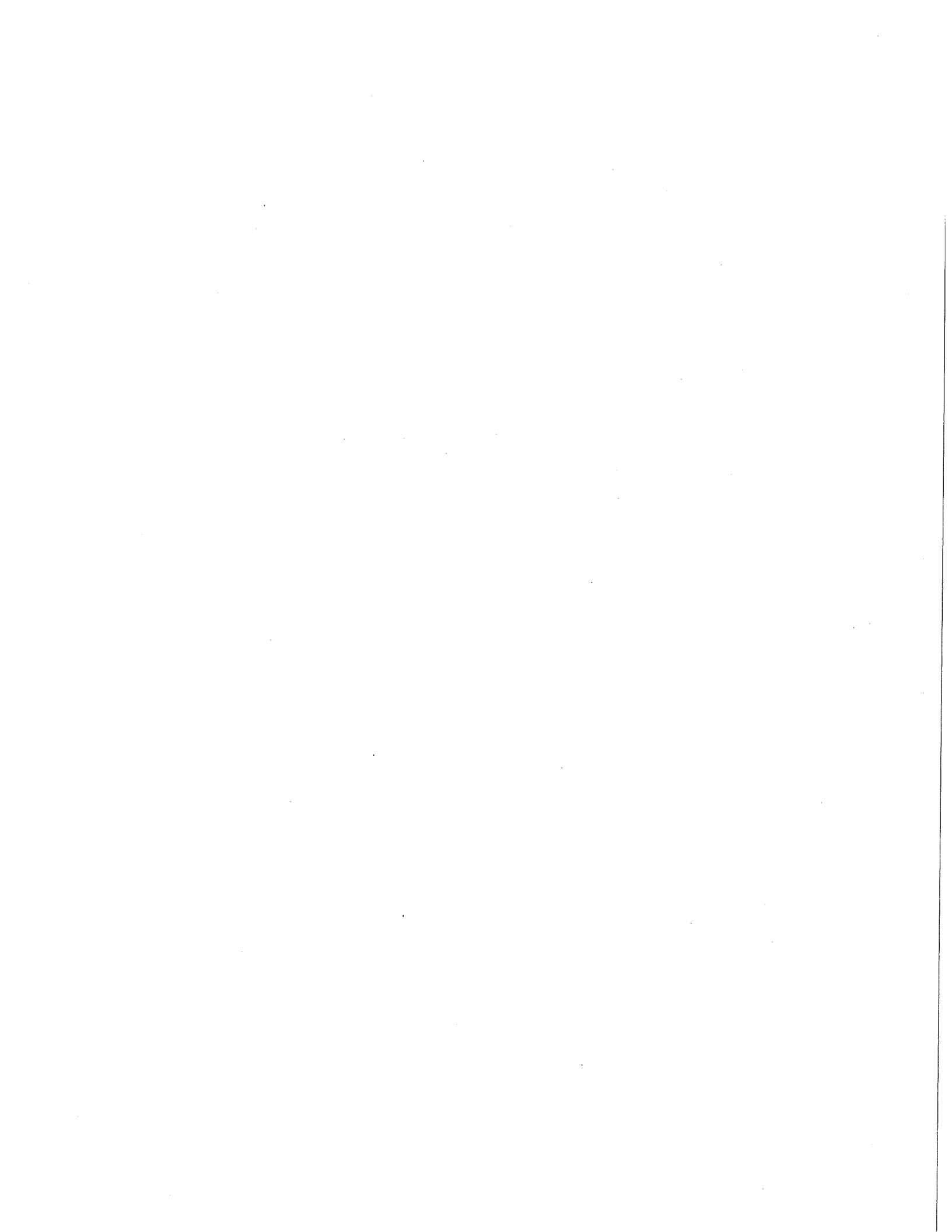
(561) 355-6511

www.mypalmbeachclerk.com

(561) 655-8944

(561) 687-3266

Revised 05/2013



PETITION FOR CHANGE OF NAME [MINOR CHILD (REN)]

Packet # 12

When should this form be used?

This form should be used when parents want the court to change the name of their minor child(ren). For the purposes of this proceeding, a person under the age of 18 is a minor. This form is not to be used in connection with an adoption, dissolution of marriage, or **paternity action**.

The Petitioner must complete and file the following forms: (see instruction on each form) Page

✓ Cover Sheet for Family Court Cases (Form 12.928), (11/13)	26
✓ Petition for Change of Name [Minor Child(ren)] 12.982(c)	30
✓ Notice of Related Cases 12.900(h), (11/13)	39
✓ Consent for Change of Name [Minor Child(ren)] 12.982(d)	44

Please bring the following forms with you to the final hearing: (Do Not File With Clerk)

✓ Final Judgment of Change of Name [Minor Child(ren)] 12.982(e)	46
✓ Final Disposition Form (Form 1.998)	49

These forms should be completed and filed, IF APPLICABLE

✓ Summons: Personal Service on an Individual 12.910(a), (09/12) (<i>If CONSENT is not granted, service is required on the other parent</i>)	53
✓ Process Service Memorandum 12.910(b)	58
✓ Affidavit of Military Service 12.912(b)	61
✓ Memorandum for Certificate of Military Service 12.912(a) (<i>if needed</i>)	65
✓ Notice of Action (<i>Only if you are publishing/cannot find other parent</i>)	68
✓ Affidavit of Diligent Search and Inquiry 12.913(b), (11/12) (<i>Only if other parent cannot be found</i>)	70
✓ Motion for Default 12.922(a) (<i>if other party does not file an answer</i>)	74
✓ Notice for Trial, (<i>You must file this form for a final hearing to be set</i>)	76
✓ Disclosure from Nonlawyer 12.900(a), (11/12) (<i>use only if someone not an attorney helped you fill out the form</i>)	79
✓ Designation of Current Mailing and E-Mail Address and Directions to Provide E-Mail Address to Court Administration, A.O. 2.310, (04/13)	83
✓ Notice of Change of Address, (09/14) (<i>Must be filed whenever you change your address</i>)	86

Fees:

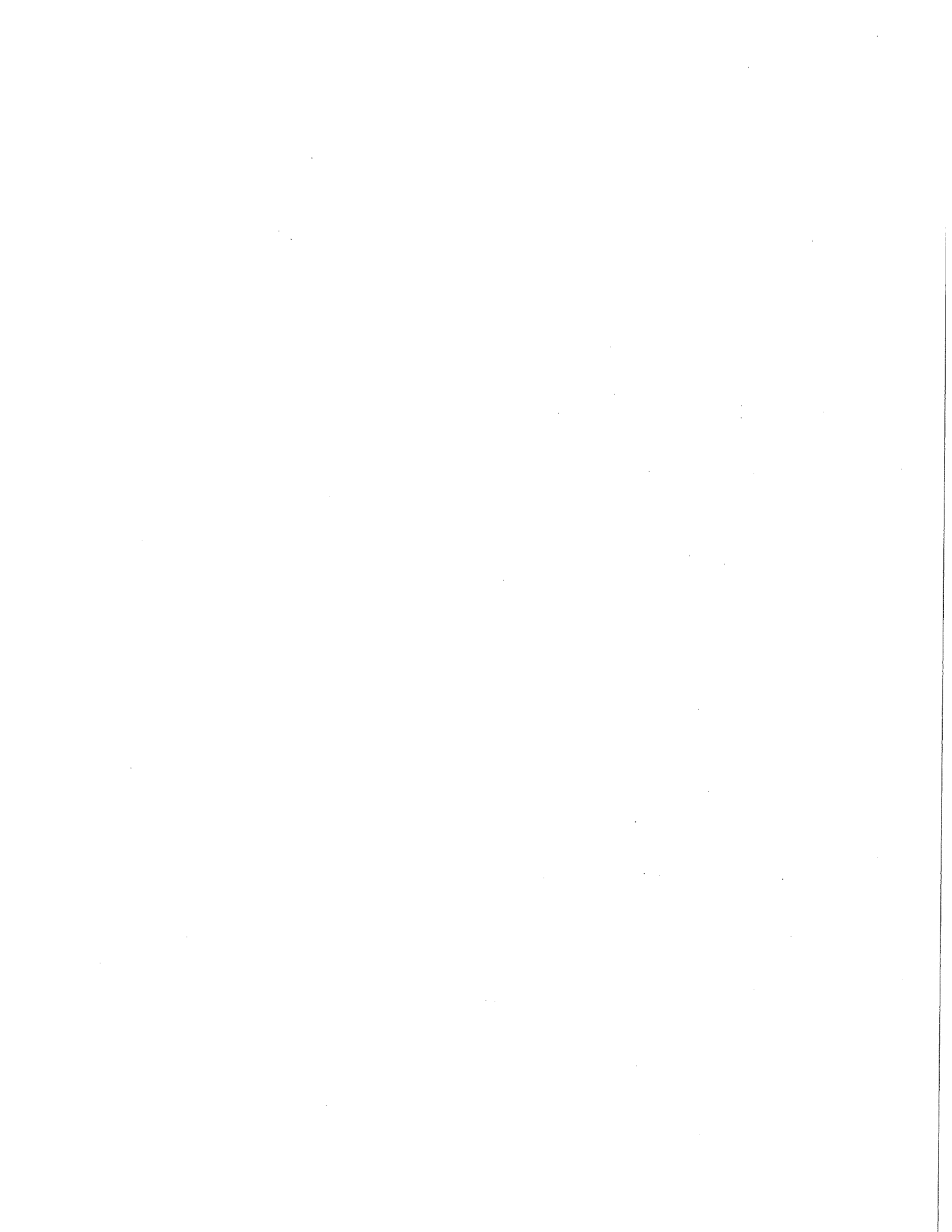
Filing fee	\$ 401.00*
Summons Issue fee payable to Sharon R. Bock, Clerk & Comptroller, Palm Beach County	\$ 10.00*
Sheriff Service fee: (payable to <u>PBSO</u> by check or money order)	\$ 40.00
<i>If the Respondent resides outside of Palm Beach County, it is <u>YOUR RESPONSIBILITY</u> to contact the Sheriff's Office of that county in order to have the Respondent served with the proper documents</i>	
Constructive Service (Publication - Only if your spouse cannot be found)	\$ 194.00**

* Fees may be paid by cash, credit card, your personal check or money order payable to Sharon R. Bock, Clerk & Comptroller, Palm Beach County.

** Money Order only Made Payable to PBDBR

If you do not have the money to pay the filing fee, you may obtain an Application for Determination of Civil Indigent Status from the clerk, fill it out, and the clerk will determine whether you are eligible to have filing fees deferred.

If you are fingerprinted, there will be a fee for taking fingerprints, and a cost of \$38.75 for the criminal background check. The cost of fingerprints by the Sheriff is \$10.00 and you go to a private agency, this cost may be different.



READ THE INSTRUCTIONS/INFORMATION BEFORE COMPLETING THE FORMS FOR FILING

DO NOT SIGN ANY DOCUMENTS THAT REQUIRE A NOTARY OR DEPUTY CLERK UNTIL YOU ARE IN FRONT OF THE NOTARY OR DEPUTY CLERK

INSTRUCTIONS FOR FILING

- **The forms should be typed or printed in black ink.**
- **Some of the forms must be signed before a notary or deputy clerk.**
- Make 3 copies of the Petition and the Notice of Related Cases (one extra copy is required for the Unified Family Court Unit). For the remaining documents, parties should make 2 copies: one set for the petitioner and one set for the respondent (other parent).
- Keep a copy for your records.
- The petitioner should file the originals with the Clerk & Comptroller's office and pay the filing fee. Each *original* form should have all pages clipped together before filing (copies may be stapled together).
- Just before or soon after this step, the petitioner(s)/adult(s) must have fingerprints taken electronically per the Electronic Fingerprinting Process instructions included in this packet before a court hearing will be set.
- If you want your copies stamped with the date of filing, make sure you give the Clerk your copies. **(If you mail your documents, make sure you provide an extra pre-addressed stamped envelope so they may return your copies)**
- If the name change is for a minor, and you do not have the consents needed, you will need to file a Notice for Trial.
- After the Notice for Trial has been filed, the parties will be contacted by mail regarding a court date.
- You will **not** get a final hearing date for your Petition for Change of Name unless you file the **Notice for Trial**.
- **IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR CASE**

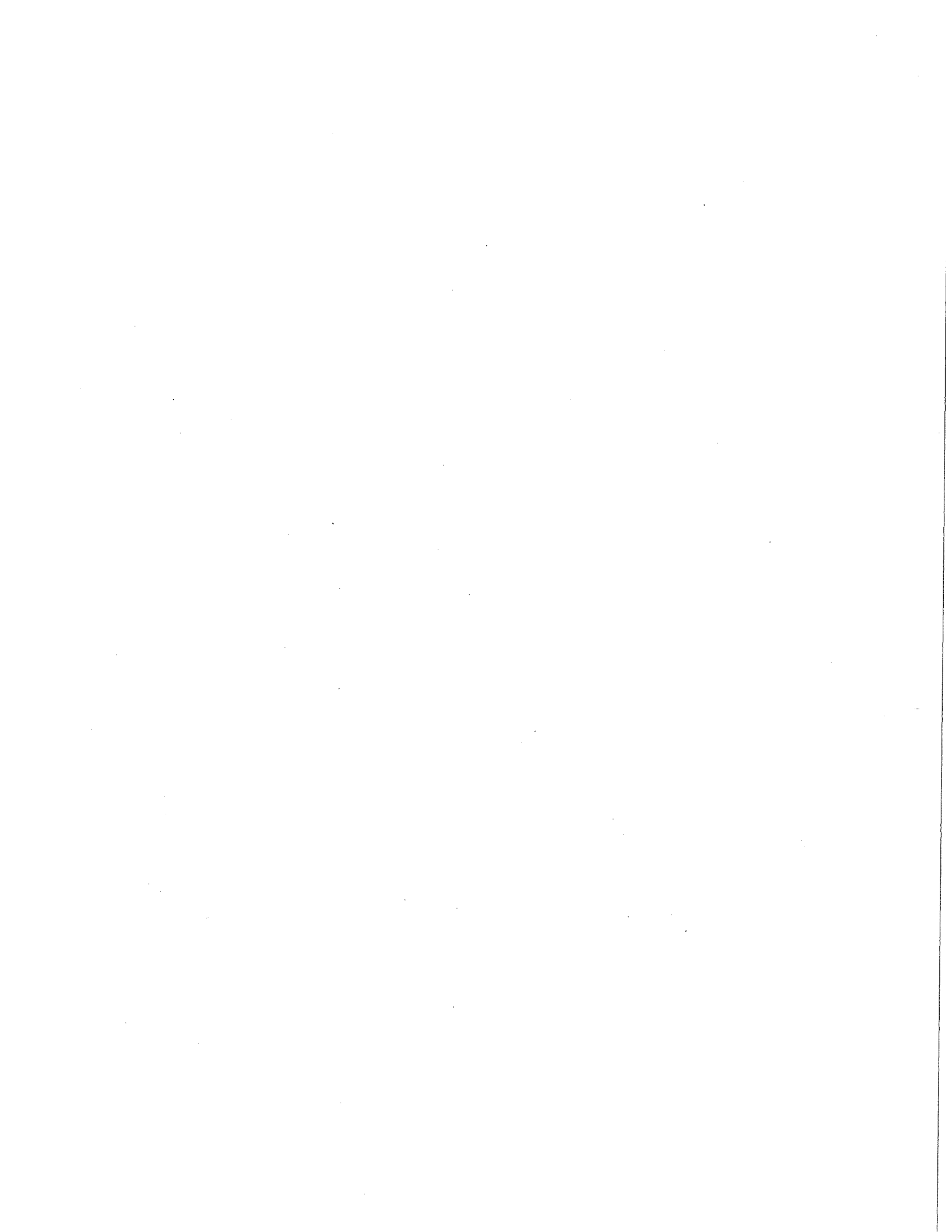
CAUTION:

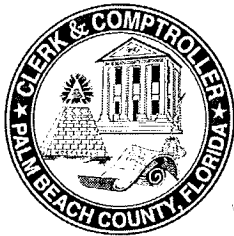
Forms are to be completed in block letters or typed; **NO EXCEPTIONS!** Names must be the same on all forms completed by the parties; no full names on one document and initials on another. This packet may not contain all the forms you may need to file your case. Additional forms are available in the Clerk & Comptroller's Self Service Center at each courthouse location. The Clerk & Comptroller's Clerks can not suggest specific information to be included in the blanks on your forms or fill out forms for you.

REMEMBER !

BRING OR SEND PRE-ADDRESSED (PRINT NAME AND ADDRESS) STAMPED ENVELOPES WITH YOUR PAPERS FOR EACH PARTY ON YOUR CASE

It is your responsibility to file any change to your address on the attached form.





SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

Electronic Fingerprinting Process For Name Change

GENERAL INFORMATION

According to Chapter 68.07 of the Florida Statutes, a petitioner must have fingerprints taken electronically by an authorized agency, such as the Palm Beach County Sheriff's Office (PBSO) or a service provider, prior to a court hearing on a request for a change of name. The prints are submitted to the Florida Department of Law Enforcement (FDLE) for a state criminal history records check and the Federal Bureau of Investigation for a national criminal history records check. The results are submitted by the FDLE to the Clerk & Comptroller's office. The court uses the results to review the information filed by the petitioner and to evaluate whether to grant the petition. The records check is not required for petitions to restore a former name or for changes of name in proceedings for dissolution of marriage or adoption of children.

Please note that if the name change is for a minor, the fingerprints of the petitioner/adult must be taken and submitted, not the minor's.

PETITIONER INTRUCTIONS

Visit one of the approved providers to be electronically fingerprinted. Prices will vary. You will be given a "TCN #" and Web site address.

After the prints are electronically taken, visit the Web site address and enter your "TCN #" and your name as it was put into the system. You will then pay by credit card, the sum of \$38.75 for the criminal background check. After the report is run, you will be able to print a confirmation card.

The petitioner for the name change, or the parent or guardian of a minor for whom a name change is being sought, bears the cost of processing fingerprints and conducting the criminal history records check.

The results will be transmitted to you and the Clerk & Comptroller's office. Once all the paperwork is in order and the results of the criminal history check are received, your case will be sent the court to be set for final hearing.

Palm Beach County ORI # FL92410Z

A list of Livescan Service Providers from FDLE is attached. Please see the updated list of Livescan Service Providers at:

<http://www.fdle.state.fl.us/Content/Criminal-History/Livescan-Service-Providers-and-Device-Vendors.aspx>

Agency	Phone Number	Address
PBSO- Delray Beach	561-274-1091	345 South Congress Ave., 2 nd floor Information Booth, Delray Beach, FL 33445
PBSO- Pine Trail Center	561-686-4246	1937 North Military Trail West Palm Beach, FL 33409
PBSO- Royal Palm Beach	561-904-8290	11498 Okeechobee Blvd Royal Palm Beach, FL 33411

Livescan Service Providers and Device Vendors.

→ NOTICE ←

Please note that the information provided within this document includes a list of **Livescan Device Vendors** and **Service Providers** who have voluntarily chosen to have their device (equipment) and electronic fingerprint data submissions evaluated by the Florida Department of Law Enforcement (FDLE) to verify compliance with both FDLE and Federal Bureau of Investigation regulations and standards.

Inclusion in this list is NOT an endorsement or recommendation of one product or business over another and DOES NOT imply any rating, ranking, or 'certification' of the products or businesses themselves. This list is offered for information purposes only, to indicate that technical specifications for electronic submission of fingerprints to FDLE have been satisfied. The listing of these particular products or businesses should not be interpreted to mean that they have been approved by FDLE to the exclusion of any other products or businesses.

LIST OF APPLICANT LIVESCAN VENDORS AND SERVICE PROVIDERS WHO HAVE ESTABLISHED SUBMISSION APPROVAL FROM FDLE

Applicant type fingerprint cards may be submitted electronically to the Florida Department of Law Enforcement, for the purpose of conducting a criminal history check, IF the licensing or employing agency has agreed and made prior arrangements to receive electronic results from FDLE.

- If the licensing or employing agency has established a system to receive the electronic results, the applicant will be given instructions (*from the agency*) as to where to go and how to have the fingerprints taken and submitted from a livescan device.
- If an applicant wishes to submit fingerprints electronically but the agency did not give instructions, please contact that agency and request that the agency contact FDLE and make arrangements to receive electronic results. Individual applicants cannot be accommodated without the agency involvement.

Licensing or employing agencies MAY PURCHASE LIVESCAN DEVICES or MAY CONTACT SERVICE PROVIDERS to enable their applicants to electronically submit criminal history requests on their behalf.

- Listed below are those providers and vendors who have been qualified to submit electronically to FDLE.
- Livescan vendors and service providers not listed here may request approval of their product or service by contacting FDLE at (850) 410-8161.

Information about verifying the identity of an individual and rolling quality fingerprints is available.

- The national Compact Council provides instruction on verifying a person's identity which is crucial to the value of conducting a criminal history check at:
http://www2.fbi.gov/hq/cjisd/web%20page/pdf_meet/identity_verif_guide.pdf
- The FBI's website has information on taking legible fingerprints which may be useful in training persons who will be rolling prints for submission on inked fingerprint cards or through livescan systems at: <http://www.fbi.gov/hq/cjisd/takingfps.html>

Livescan Fingerprint, LLC*Hard Card Scanning Capable*

Contact Name	Phone Number(s)	E-mail Address
Mike Patel	(954) 860-8900 (754) 800-2050	01livescan@gmail.com

#0001 Livescan Studio, Inc.

Contact Name	Phone Number(s)	E-mail Address
Alfredo Gabriel	(407) 777-9778	alfredo@gabrielhealth.org

#1 Fingerprinting & Out of State Card Scanning, Inc.

Contact Name	Phone Number(s)	E-mail Address
James White	(386) 262-1477 (561) 202-8947 (786) 453-6418	info@livescanserviceproviders.com

007 Mobile

Contact Name	Phone Number(s)	E-mail Address
Jack Allen	(407) 234-9800	allenindustriesllc@gmail.com

01001010 Biometrics, Inc.*Hard Card Scanning Capable*

Contact Name	Phone Number(s)	E-mail Address
Andrew Easler	(321) 473-3362 (772) 539-5132 (407) 374-2920	info@binarybiometrics.com

1 Approved Mobile Fingerprints*Hard Card Scanning Capable*

Contact Name	Phone Number(s)	E-mail Address
Todd Michaels	(386) 445-2736 (407) 355-3334 (904) 355-5444 (813) 221-3500	todd@mobilefingerprints.com

1 Sure Scan

Contact Name	Phone Number(s)	E-mail Address
Brian Cox	(407) 492-8270 (855) 693-7226	brian@1surescan.com

123 Fingerprinting*Hard Card Scanning Capable*

Contact Name	Phone Number(s)	E-mail Address
David Gibbons	(407) 299-7328	info@123fingerprinting.com

1A Tampa Livescan Fingerprinting, LLC*Hard Card Scanning Capable*

Contact Name	Phone Number(s)	E-mail Address
Clara Cortina	(813) 347-4436	1a@1atls.com
Michael Alvarez		

1st Advanced Fingerprinting Services, LLC*Hard Card Scanning Capable*

Contact Name	Phone Number(s)	E-mail Address
Julee Cope	(953) 288-0144	juleecope@afsfingerprinting.com

1st Screening and Fingerprinting, LLC

Contact Name	Phone Number(s)	E-mail Address
Leola McKally	(786) 529-1713	lmckally@1stscreening.com
Jessica McKally	(786) 529-1037	jmckally@1stscreening.com

3G Fingerprinting, LLC

Contact Name	Phone Number(s)	E-mail Address
Candice Wooten	(813) 514-2930	cwooten@3gfingerprinting.com

A1 Mobile Background Search

Contact Name	Phone Number(s)	E-mail Address
Quinton Thompson	(305) 542-8193	qthompson@me.com

A1A Fingerprints & Mobile Services

Contact Name	Phone Number(s)	E-mail Address
Lisa Jeramillo	(772) 494-6556	info@a1afingerprints.com
	(321) 802-1114	
Marie Busch	(561) 279-3004	

AAA Construction School, Inc.

Contact Name	Phone Number(s)	E-mail Address
Rob Inon	(904) 683-5494	rob@aaaconstructionschool.com
Jackie Farris	(904) 722-9994	

AAA Mobile Notary & Fingerprinting Service

Contact Name	Phone Number(s)	E-mail Address
Sharon Niblack	(813) 504-3113	aaamobilenotarytampa@yahoo.com

ABC Digital Fingerprinting, LLC

Contact Name	Phone Number(s)	E-mail Address
Haissam Elannan	(786) 295-9698	abcdigitalfingerprinting@gmail.com info@fingerprintingfl.com

Accurate Background Check, Inc.

Contact Name	Phone Number(s)	E-mail Address
Lola Gonzalez	(352) 291-1155	customerservice@accuratebackgroundcheck.com
Lydia Estremera	(877) 611-2277	lydia@accuratebackgroundcheck.com

Accurate Fingerprint, Inc.

Contact Name	Phone Number(s)	E-mail Address
Karen Staggs	(727) 478-5221	info@accuratefingerprint.com

Accurate Livescans, LLC

Contact Name	Phone Number(s)	E-mail Address
Mimi Roberts	(863) 224-0315	appointments@accuratelivescans.com

Advance Screening Services, Inc.

Contact Name	Phone Number(s)	E-mail Address
Angie Spader	(305) 949-1559	advancescreening@yahoo.com

Advanced Employer Solutions, LLC

Contact Name	Phone Number(s)	E-mail Address
Dan	(954) 674-9517	dan@vhsfl.com
Dromerhauser	(786) 620-4237	visionsecurity100@gmail.com

All Clear Employee Screening*Hard Card Scanning Capable*

Contact Name	Phone Number(s)	E-mail Address
Holly Waldrop	(904) 482-1305	info@allclearscreen.com
Vivian Gurgis		

Alliance Fingerprinting Lab

Contact Name	Phone Number(s)	E-mail Address
Ewan Leslie	(561) 948-4177 (877) 652-3941 (561) 632-1187	office@alliancefingerprinting.com

Alpha Omega Investigative Agency
Hard Card Scanning Capable

Contact Name	Phone Number(s)	E-mail Address
Dwight Walton	(800) 998-8289 (561) 742-3335 (239) 400-2641	dwalton@aobd.us

Alpha and Omega Human Resource Solutions, LLC

Contact Name	Phone Number(s)	E-mail Address
Timothy Willis	(386) 668-1669	info@aohrs.com
Dan Willis	(386) 801-4555	

Altamonte Springs Fingerprinting

Contact Name	Phone Number(s)	E-mail Address
Carrie Allen	(321) 438-5108	altamontefingerprinting@gmail.com

American Security, LLC

Contact Name	Phone Number(s)	E-mail Address
Manuela Smyth	(561) 313-1320 (772) 807-2051	sales@americansecurity.biz

Anytime Mobile Fingerprinting, LLC

Contact Name	Phone Number(s)	E-mail Address
Ben Garman	(813) 956-6359	anytmefingerprinting@gmail.com

Apex Fingerprinting In Miami Lakes

Contact Name	Phone Number(s)	E-mail Address
Luis Rodriguez	(786) 663-0820	apexfingerprinting@yahoo.com

APR Background, Inc.

Contact Name	Phone Number(s)	E-mail Address
Kevin Ross	(352) 495-7719	kross@apradvantage.com

ARC of Alachua County, Inc

Contact Name	Phone Number(s)	E-mail Address
Ferol Johnston	(352) 334-4060 x302	fjohnston@arcalachua.org

ASAP Fingerprinting

Contact Name	Phone Number(s)	E-mail Address
Randy Revan	(305) 788-1147 (305) 591-1299 (305) 725-0846	asapfingerprinting@att.net rrevan3041@aol.com

Astute Protection & Investigation

Contact Name	Phone Number(s)	E-mail Address
Lino Rivera	(386) 244-7710	lrivieraapi@gmail.com

At Your Service Mobile Screening

Contact Name	Phone Number(s)	E-mail Address
Diedra Gow	(941) 780-6161 (941) 650-4942	aysscreeing@gmail.com

Atlantic Personnel & Tenant Screening, LLC

Contact Name	Phone Number(s)	E-mail Address
Dan Amicarelli	(561) 776-1804	damicarelli@atlanticscreening.com

Bay County Health Department

Contact Name	Phone Number(s)	E-mail Address
Jennifer Mancía	(850) 872-4720 x1212	jennifer.mancia@flhealth.gov
Pamela Stanley	(850) 872-4720 x1213	pamela.stanley@flhealth.gov

Biometric Information Management*Hard Card Scanning Capable*

Contact Name	Phone Number(s)	E-mail Address
Mike Powers	(614) 791-3220	mfingerprints@bioinfomgt.com

BioWhorl Fingerprinting Service

Contact Name	Phone Number(s)	E-mail Address
Barbara & James Armstrong	(813) 244-4236	fingerprints@biowhorl.com

Bloomingdale Biometrics, Co.

Contact Name	Phone Number(s)	E-mail Address
Sherri Walston	(813) 400-6774	sdwalston@aol.com

Bradenton Livescan Fingerprinting

Contact Name	Phone Number(s)	E-mail Address
Andrew Burke	(941) 538-7959	srqfingerprints@gmail.com

Bridges BTC, Inc.

Contact Name	Phone Number(s)	E-mail Address
Yesenia Gomez	(321) 690-3464 x38	ygomez@mybridges.org
Lynn Hudson	(321) 690-3464 x20	lhudson@mybridges.org

Broward Regional Health Planning Council, Inc.

Contact Name	Phone Number(s)	E-mail Address
Yolanda Falcone	(954) 561-9681	yfalcone@brhpc.org

C & B Background Fingerprinting Services

Contact Name	Phone Number(s)	E-mail Address
John Creasman	(863) 763-2300	jrcreasman@aol.com

Cargo Tax, LLC

Contact Name	Phone Number(s)	E-mail Address
Carlos Gomez	(407) 433-6024	cargotax@hotmail.com

Caretaker's Fingerprinting Service

Contact Name	Phone Number(s)	E-mail Address
Patricia Singleton	(850) 513-0002 (850) 509-4596 (954) 533-1930	caretakerservices@comcast.net

CEO Information Solutions, Inc.

Contact Name	Phone Number(s)	E-mail Address
Teri Ogden	(813) 259-1160 x208	teri@ceoinfosolutions.com

Certifix Livescan

Contact Name	Phone Number(s)	E-mail Address
Dunia Hassan	(800) 710-1934	support@certifixlivescan.com

Childhood Development Services, Inc.

Contact Name	Phone Number(s)	E-mail Address
Charlene Jablonski	(800) 635-5437	printshop@cdsi.org

Clear Choice Electronic Fingerprinting & Mobile Services

Contact Name	Phone Number(s)	E-mail Address
Rose Crawford	(407) 692-0719 (407) 481-9826	clearchoice4all@yahoo.com

Clear Choice Mobile Fingerprinting

Contact Name	Phone Number(s)	E-mail Address
Carmen Burruezo	(407) 758-5215	burruezoc@aol.com