

Cause No.: _____

ADULT NAME CHANGE CHECKLIST FOR PRO SE LITIGANTS

(designed for parties who are representing themselves in an adult name change lawsuit)

If you are representing yourself, below is a checklist that you must complete before appearing in court for your divorce. **Remember, neither the Grimes County District Clerk nor the Court Staff can give you legal advice.** If you have legal questions you should contact a competent attorney to assist you.

- _____ 1. The petition **must** be filed in the county of the adult's place of residence, **must** be verified (notarized), and **must** include:
- the present name and place of residence of the petitioner;
 - the full name requested for the petitioner;
 - the reason the change in name is requested;
 - whether the petitioner has been the subject of a final felony conviction;
 - whether the petitioner is subject to the registration requirements of Chapter 62 of the Code of Criminal Procedure (sex offender registration); and
 - a legible and complete set of the petitioner's fingerprints on a fingerprint card format acceptable to the Texas Department of Public Safety and the Federal Bureau of Investigation (you may contact the Grimes County Sheriff's Department for further instructions).
- _____ 2. The petition **must** also include each of the following or a reasonable explanation why the required information is not included:
- the petitioner's:
 - full name;
 - gender;
 - race;
 - date of birth;
 - driver's license number for **any** driver's license issued in the 10 years preceding the date of the petition;
 - social security number; and
 - assigned FBI number, state identification number, if known, or any other reference number in a criminal history record system that identifies the petitioner. (You may contact the Texas Department of Criminal Justice to learn your SID or FBI number at (512) 406-5202 or (800) 535-0283).
 - any offense above the grade of Class C misdemeanor for which the petitioner has been charged; and
 - the case number and the court if a warrant was issued or a charging instrument was filed or presented for any offense above the grade of Class C misdemeanor for which the petitioner has been charged.
- _____ 3. If the petitioner has a final felony conviction, the petitioner **must** prove to the Court that (a) the petitioner received a certificate of discharge by the pardons and paroles division of the Texas Department of Criminal Justice or completed a period of probation ordered by a court and not less than two years have passed from the date of the receipt of discharge or completion of probation, or (b) the petitioner has been pardoned, before the Court will consider granting a name change.
- _____ 4. If the petitioner is subject to the registration requirements of Chapter 62 of the Code of Criminal Procedure (sex offender registration), the petitioner **must** prove to the Court that the petitioner has notified the appropriate local law enforcement authority of the proposed name change, before the Court will consider granting a name change.
- _____ 5. The petitioner **must** obtain his/her own criminal history record information from the Texas Department of Public Safety, and have the results sent directly to the Grimes County District Clerk's office.
- _____ 6. **Only after** you have completed all of the above, a proposed order has been filed, **and** your criminal history record information has been received by the Grimes County District Clerk's office, should you call the Court Coordinator at 979.921.0921, to schedule a Court date.