

Name Change

Adult Name Change Guidelines

(Effective – January 1, 2021)

Petition for name change must be filed by an attorney:

Petitioner must be 19 years of age or older and must be a resident of Winston 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 the ABI** (Alabama Bureau of Investigation – local)

Process - ABI

- Customer may go to the ABI, located at 834 Adams Avenue. Go into the door across the street from Flowers by Buck. The ABI is located, in the middle of the block between Ripley and South Jackson, Montgomery, Al.
- The hours of operation for the ABI are 8:00 a.m. - 4:30 p.m., Monday - Friday.
- The fee is \$25.00, and they will accept either a cashier's check or money order.
- Please refer to Alabama Department of Public Safety's website listed below for required photo identification (follow the links).

Go to: dps.alabama.gov

Driver's License

Driver's License Home

License & ID Cards

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 ABI that **must** be brought to the Probate Court when filing for name change.
- The ABI 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 ABI.

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. If you do not have access to a computer, you can utilize one at a local public library.
- Once on the website, go to "**stats and services**" and choose "Criminal History Summary Checks."
- Read the instructions carefully and fill out the Application Information form and print it out.
- There are two different ways to obtain the background check from the FBI. The two choices are listed on the instructions.
- 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 – Record Request
 1000 Custer Hollow Road
 Clarksburg, WV 26306

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

FBI Birmingham

1000 18th Street North
Birmingham, AL 35203
birmingham.fbi.gov
(205) 326-6166

FBI Mobile

200 N. Royal Street
Mobile, AL 36602
mobile.fbi.gov
(251) 438-3674

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 or Local Health Department at (205) 489-2101 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. **\$15.00 filing fee - plus additional recording costs to be determined when petition is filed (if needed)** (Payment can be made by cash, check, or money order)

If you have any questions, you may contact our office at:

Judge of Probate
P O Box 27
25125 Hwy 195
Double Springs, Al. 35553
(204) 489-5219

Minor Name Change Guidelines

(Effective January 1, 2021)

The minor child, who is under the age of 19 years of age, must be a resident of Winston 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:

- Both the mother or father consents are required to change child's name
- If mother's or father's whereabouts are unknown notice of publication will be required
- If the child's 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, notice of publication will be required
- A Guardian ad Litem will be appointed to represent the minor child
- 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 - ABI

- Both parents must go through this process (unless the parent(s) is/are deceased, or parental rights have been terminated.)

- Customer(s) should go to the ABI, located at 834 Adams Avenue. Go into the door across the street from Flowers by Buck. The ABI is located in the middle of the block between Ripley and South Jackson.
- The hours of operation are 8:00 a.m. - 5:00 p.m., Monday - Friday.
- The fee is \$25.00 and they will accept either a cashier's check or money order.
- Please refer to Alabama Department of Public Safety's website listed below for required photo identification (follow the links).

Go to: dps.alabama.gov
 Driver's License
 Driver's License Home
 License & ID Cards

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(s) 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(s) will receive a certified criminal history background check from the ABI that **must** be brought to the Probate Court when filing for name change.
- The ABI 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 ABI.

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

Process - FBI

- Both parents must go through this process (unless the parent(s) is/are deceased, or parental rights have been terminated.)

- Go to the FBI's website, which is located at 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 "**stats and services**" and choose "Criminal History Summary checks."
- Read the instructions carefully and fill out the Application Information form and print it out.
- There are two different ways to obtain the background check from the FBI. The two choices are listed on the instructions.
- 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 a fee of \$18.00 per person. They will accept a cashier's check, money order or credit card.
- The mailing address to the FBI is:

FBI CJIS Division – Record Request

1000 Custer Hollow Road
Clarksburg, WV 26306

- The FBI will also send you a certified criminal history background check that must be brought into the Probate Court along with the ABI'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
(251) 438-3674

FBI Birmingham

1000 18th Street North
Birmingham, AL 35203

birmingham.fbi.gov
(205) 326-6166

3. **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.)
4. **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. **If the parental rights of the natural mother or father have been terminated, a certified copy of the Court order terminating parental rights.**
6. **Consent of minor child if the minor is over 14 years of age.**
7. **Picture identification of petitioner(s)** (i.e., driver's license/non-driver's license.)
8. **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.)
9. **Social Security Card of Natural Parent(s) and minor child.**

\$15.00 plus additional recording costs of \$250.00 if a (Guardian ad Litem is appointed) to be determined when petition is filed (Payment can be made by cash, check, credit card [MasterCard & Visa] or money order.)

If you have any questions, you may contact our office at:

Judge of Probate
P O Box 27
25125 Hwy 195
Double Springs, Al. 35553
(205) 489-5219

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 Winston County Probate Judge are listed above.