

GUIDELINES - MINOR NAME CHANGE

MONTGOMERY COUNTY, ALABAMA

(Effective - April 2, 2012)

The minor child, who is under the age of 19 years of age, **MUST** be a resident of Montgomery 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 if any of the following apply:

- If the mother or father refuses to consent to the name change.
- If mother's or father's whereabouts are unknown.
- If 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.
- 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 8-5, Monday through 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, click on "Services" and choose "**IdHSC**" **Identity History Summary Checks**.
- Follow the instructions carefully on "**How to Submit a Request**". This process can take up to 14 – 16 weeks. **If this is of an urgent nature, please read Option 3: Submit Your Request to an FBI-Approved Channeler.** The following explains the role of a Channeler:
 - An FBI-approved Channeler is a private business that has contracted with the FBI to submit your request on your behalf. FBI-approved Channelers receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBI for a national Identity History Summary check, and receive the electronic summary check result for dissemination to the individual. An FBI-approved Channeler simply helps expedite the delivery of Identity History Summary information on behalf of the FBI.
- The FBI will send you a certified **IdHSC** 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 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.**
- 10) **\$33.00 filing fee - PLUS additional recording costs 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
101 S. Lawrence Street, 3rd floor
Montgomery, AL 36104
(334) 832-1244**

By law, to be considered a minor in the State of Alabama, the minor child must be under the age of 19 years.