

GUIDELINES - ADULT NAME CHANGE

MONTGOMERY COUNTY, ALABAMA

(Effective - April 2, 2012)

Petitioner **MUST** be 19 years of age or older and **MUST** be a resident of Montgomery 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 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 for the ABI are 8-4:30, 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 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 Identity History Summary also called criminal history background check 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, 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 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 to obtain a certified copy of the birth certificate. If you were born in a foreign county 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) **\$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:

Probate Judge

101 S. Lawrence Street, 3rd floor
Montgomery, AL 36104
(334) 832-1244