

How to Change your Name in Travis County, Texas

Follow these steps to change your name in Travis County if you are at least 18 and do not have a lawyer.

Note: This is not legal advice and not a substitute for a lawyer representing your interests.

1. Make Sure You Live in Travis County.

You must live in Travis County to file your case here.  Check your address: [Travis County Property Search](#)

2. Fill Out these Court Forms.

1) **Petition to Change the Name of an Adult**

2) **Order Changing the Name of an Adult**

3) (Optional fee waiver form) **Statement of Inability to Afford Payment of Court Costs**

 Fill out fee waiver form ONLY if you have a low income and cannot afford the **\$350.00 filing fee**.

 **Where to get forms?** Get FREE Adult Name Change forms from the **Travis County Law Library**.

o **DocuSign forms:** Call 512-854-8677 or email referencematerial@traviscountytexas.gov

o **Paper forms:** 1700 Guadalupe, Floor 2, Austin, Texas 78701

 **Do not use the EFileTexas.gov Self-Help Interview forms.** The /s/ signature will be rejected by the Judge.

3. Get Fingerprinted.

These businesses provide fingerprinting services:

- Identogo - <https://www.identogo.com/services/fingerprint-card>
- Austin Passport Express - <https://www.austinpassport.com/fingerprinting/>

 **Sign your fingerprint card using your current legal name.** Make sure all 10 fingerprints are **clearly visible**.

4. Carefully Review Your Forms. Fix Any Mistakes.

- Did you leave any blanks?** Forms must be completely filled out.
- Is all information correct?** Double check your personal information.
- Did you list ALL variations of your name on both petition and order?**
Include the name on your birth certificate, social security card, driver's license or state id, passport, citizenship/naturalization certificate, as well as any other names you've used. Double check the name on your birth certificate. It must match EXACTLY – even if your name is misspelled. If you have two last names list both. If there is a hyphen between your names, include it.

 **Important!**
Incomplete or incorrect forms will cause you problems in the future and may delay your case!

- Did you answer both questions about criminal history?**

You must report **all charges**, even dismissed ones.

More info on criminal history: www.texaslawhelp.org/article/name-changes-and-criminal-history

- Did you answer the question about being a sex offender?**

- Did you sign the Petition with your handwritten or digitized signature – not /s/?**

- Is everything true?** Lying on court forms is a crime.

5. Get Ready to File.

Print your forms (if filing in person). Save as PDFs (if filing online).

6. File Your Case.

File your Petition to Change the Name of an Adult and Fingerprint Card with the **Travis County District Clerk**.

- **In person:** 1700 Guadalupe, Floor 3, Austin, Texas 78701, - **or** -
- **Online:** <https://efiletx.tylertech.cloud/OfsEfsp/ui/register/user-information>

Pay the **\$350.00 filing fee** or file the Statement of Inability to Afford Payment of Court Costs fee waiver form.

District Clerk will **file-stamp** your Petition + Fingerprint Card and email you a copy.

7. Email Your Case to the Court.

- **Sample Email:** Your Honor, I would like to change my name. I have attached a file-stamped copy of my petition, fingerprint card, and proposed order. Thank you, (Your Name + Phone Number)
- **Use this Email Subject Line:** SUBMISSION, (Your Cause #), Name Change of (Your Name)
- **Attach these Documents:**
 - ✓ File-stamped **Petition + Fingerprint Card**
 - ✓ Proposed **Order Changing the Name of an Adult** 🔔 The Judge needs an **unlocked PDF** to sign. Your DocuSign order form will be locked. To unlock it, open the form and “print” it as a **new PDF** - choose “Save as PDF” when printing.)
- **Send Email to Your Specific Court.** Find your court on the first page of your **file-stamped** Petition. It will say “*In the _____ District Court*.” The number in the blank is your court’s number.

Then find the **email address** for your court below. **It will start with your court’s number.**

53.submission@traviscountytx.gov

98.submission@traviscountytx.gov

126.submission@traviscountytx.gov

200.submission@traviscountytx.gov

201.submission@traviscountytx.gov

250.submission@traviscountytx.gov

261.submission@traviscountytx.gov

345.submission@traviscountytx.gov

353.submission@traviscountytx.gov

419.submission@traviscountytx.gov

455.submission@traviscountytx.gov

459.submission@traviscountytx.gov

8. Wait for Judge’s Decision.

It can take 1-6 weeks for the Judge to review your case.

- **If approved:** You’ll get an email from “**TC Orders**” with a signed copy of your name change order.
- **If denied:** The Judge’s staff will email you.

9. Buy Certified Copies.

You will need **certified** copies of your name change order to update your records.

- **In person:** Travis County District Clerk, 1700 Guadalupe, Floor 3, Austin, Texas 78701
- **Online:** www.traviscountytx.gov/district-clerk/records-request

10. Update Your Records.

Use the certified copies of your name change order to change your name on your birth certificate, social security card, driver’s license or state ID, voter registration, passport, etc.

Note: Each agency will have their own requirements and may charge additional fees.

11. You’re done!

NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA

Cause Number

(The Clerk's office will fill in the Cause Number and Court Number when you file this form.)

Name Change of:

In the _____ District Court of
Court Number

Travis County, Texas

Print current full legal name of person asking for name change

PETITION TO CHANGE THE NAME OF AN ADULT

Print your answers.

1. Discovery Level

The discovery level in this case, if needed, is Level 1.

2. Petitioner

[Look at your forms of identification (Social Security card, driver's license, passport, etc.) and your important documents (marriage licenses, insurance card, veteran's benefits, etc.) Make sure the names you write below match those documents EXACTLY. Don't leave out a middle name if you have one. Include both last names if you have two last names.]

2a. The name on my **birth certificate** is:

First _____ Middle (if you have one) _____ Last _____

2b. My **current legal name** is: *(If different from birth certificate name, otherwise leave blank)*

First _____ Middle (if any) _____ Last _____

2c. Other Names. I have used or been known by these names:

(Include the names from your driver's license, social security card, passport, past married names, etc., if they are different from your birth certificate or current legal name. If you don't have additional names, leave blank. If you need to list more names, add an additional page)

First _____ Middle (if any) _____ Last _____

First _____ Middle (if any) _____ Last _____

3. Requested Name Change

3a. I ask the Court to change my name to:

First _____ Middle (if any) _____ Last _____

3b. The reason I want to change my name is:

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4. Personal Information

My personal information is as follows:

Home Address* Street Address _____

City _____ State _____ Zip Code _____ County _____

**If you are a participant in the Office of the Attorney General's Address Confidentiality Program, please contact the Law Library for a different set of name change forms.*

My date of birth is _____
Month Day Year

Sex listed on my birth certificate: Male Female

My race is _____

I was born in _____, _____ County, _____, _____
City of birth County of birth State of Birth Country of Birth

My Social Security Number is XXX-XX-X _____ **Or** I do not have a Social Security Number.
(last 3 digits)

All **drivers' license numbers** issued to me during the last 10 years:

(last 3 digits)	State that Issued License	(last 3 digits)	State that Issued License	Or <input type="checkbox"/> I have not had a driver's license during the last 10 years.
_____	_____	_____	_____	
_____	_____	_____	_____	

5. Criminal History

5a. Are you required to register as a sex offender? Yes No

If yes – You must attach proof that you notified the appropriate local law enforcement authority of your proposed name change.

5b. Have you ever been charged with a Class A or B misdemeanor or a felony? Yes No

If yes -- Write your FBI (Federal Bureau of Investigation) or SID (State Identification) number, if known, or any other reference number in a criminal history record system that identifies you.

If you don't know the number, write "unknown."

FBI # _____ SID # _____

Other criminal history record system # _____

5c. List all Class A or B misdemeanors and felonies with which you have been charged, even if the case was dismissed or you were not convicted.

If you need more space, attach an additional page.

If you do not know the information, contact the court clerk where the offense occurred.

1. Offense charged: _____ in _____
(Year Charged)

Court case/cause # _____ in _____
County, _____ State _____

Court's Name and # _____
(Examples: County Court #0, 700th District Court, Superior Court)

2. Offense charged: _____ in _____
(Year Charged)

Court case/cause # _____ in _____
County, _____ State _____

Court's Name and # _____
(Examples: County Court #0, 700th District Court, Superior Court)

3. Offense charged: _____ in _____
(Year Charged)

Court case/cause # _____ in _____
County, _____ State _____

Court's Name and # _____
(Examples: County Court #0, 700th District Court, Superior Court)

4. Offense charged: _____ in _____
(Year Charged)

Court case/cause # _____ in _____
County, _____ State

Court's Name and # _____
(Examples: County Court #0, 700th District Court, Superior Court)

5. Offense charged: _____ in _____
(Year Charged)

Court case/cause # _____ in _____
County, _____ State

Court's Name and # _____
(Examples: County Court #0, 700th District Court, Superior Court)

5d. Have you ever been convicted of a felony? Yes No

Many people who have a felony conviction are not eligible for a name change order. The court may order your name change *only if*:

- You ask to change your name to the primary name used in your criminal history record. **-OR-**
- At least 2 years have passed since you received a certificate of discharge or completed court-ordered community supervision or juvenile probation. **-OR-**
- You were pardoned.

If *any* of the above apply, you must attach proof to your filed Petition.

5e. List all of your felony convictions here. If you need more space, attach an additional page.

NOTE: If you list a conviction below, make sure the charge for the conviction is also above in 5C.

1. Felony Convicted: _____ in _____
(Year)

Court case/cause # _____ in _____
County, _____ State

Court's Name and # _____
(Examples: County Court #0, 700th District Court, Superior Court)

2. Felony Convicted: _____ in _____
(Year)

Court case/cause # _____ in _____
County, _____ State

Court's Name and # _____
(Examples: County Court #0, 700th District Court, California Superior Court)

3. Felony Convicted: _____ in _____
(Year)

Court case/cause # _____ in _____
County, _____ State

Court's Name and # _____
(Examples: County Court #0, 700th District Court, Superior Court)

4. Felony Convicted: _____ in _____
(Year)

Court case/cause # _____ in _____
County, _____ State

Court's Name and # _____
(Examples: County Court #0, 700th District Court, Superior Court)

6. Request for Judgment

I believe this name change is in my interest or benefit and in the interest of the public.

I ask the Court to make an Order to change my name, and any other Orders I may be entitled to.



Your Signature

Date

Your Printed Name

Phone

Street Address

City _____ State _____ Zip Code _____ County _____

Email Address: _____ Fax # (if any) _____

7. Signed under Penalty of Perjury

My name is:

First _____

Middle (if any) _____

Last _____

My date of birth is _____
Month _____ Day _____ Year _____

My address is _____

City _____ State _____ Zip Code _____ Country _____

I declare under penalty of perjury that the foregoing is true and correct. I understand I could be criminally prosecuted for lying on this form.

Executed in _____ County, _____ on this date: _____
County _____ State _____ Month Day Year _____



Your Signature

You must attach these documents to your Petition. Write "Exhibit" at the top of each document.

(Check all that apply.)

- A legible and complete set of your **fingerprints** on a fingerprint card in a form acceptable to the Texas Department of Public Safety and Federal Bureau of Investigations. **Sign the card.**
- If you were convicted of a felony and you were pardoned, attach proof of pardon for each conviction.
- If you were convicted of a felony and are asking to change your name to the primary name used in your criminal history record, attach your criminal history record.
- If you were convicted of a felony and it has been at least 2 years since you were discharged or completed probation or parole, attach proof that you were discharged or that you completed probation or parole for each conviction.
- If you are required to register as a sex offender, attach proof that you notified the appropriate local law enforcement authority of your proposed name change.

NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA.

Cause Number _____

Name Change of: _____ In the _____ District Court of
Court Number _____ Travis County, Texas

Print current full legal name of person asking for name change

ORDER CHANGING THE NAME OF AN ADULT

1. This case was: (Check one.)

- heard on this date in person.
- heard on this date by means of Zoom Hearing.
- considered by submission.

2. The Petitioner: (Check one.)

- did not appear.
- appeared in person without an attorney and announced ready.

3. A record: (Check one.)

- was waived with the consent of the Court.
- was made by a court reporter.

4. The Court makes the following findings:

- 4a.** The Court has jurisdiction over this case and Petitioner.
- 4b.** Petitioner is an adult.
- 4c.** Petitioner has used or been known by the following names:

Name on Birth Certificate:

<i>First</i>	<i>Middle (if you have one)</i>	<i>Last</i>
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Current Legal Name: (if different than name on birth certificate)

<i>First</i>	<i>Middle (if any)</i>	<i>Last</i>
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Other Names:

<i>First</i>	<i>Middle (if any)</i>	<i>Last</i>
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<i>First</i>	<i>Middle (if any)</i>	<i>Last</i>
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5. Petitioner's personal information is as follows:

Home Address: *Street Address* _____

City _____ *State* _____ *Zip Code* _____ *County* _____

Date of birth _____
Month *Day* *Year*

Sex listed on birth certificate: Male Female

Race: _____

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Social Security Number is XXX-XX-X _____ **Or** Petitioner does not have a Social Security Number.
(last 3 digits)

6. All drivers' license numbers issued to Petitioner during the last 10 years:

(last 3 digits) State that Issued License (last 3 digits) State that Issued License Or Petitioner has not had driver's license during the last 10 years.

7. Petitioner disclosed any criminal history information required by Texas Family Code 45.102 in the Petitioner's *Petition to Change the Name of an Adult*.

8. Petitioner filed a legible and complete copy of Petitioner's fingerprints.

9. Petitioner's change of name is in Petitioner's interest or benefit and is in the interest of the public.

10. The Court ORDERS that Petitioner's name is changed *from:*

Name on Birth Certificate:

Current Legal Name: (if different than name on birth certificate)

Other Names:

11. To this name:

12. Other Orders

The Court has the right to make other orders, if needed, to clarify or enforce this order.

Any orders requested that do not appear above are denied.

SIGNED ON _____



Judge's Signature