

# How to Change your Name in Travis County, Texas

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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**.

○ **DocuSign forms:** Call 512-854-8677 or email [referencematerial@traviscountytexas.gov](mailto:referencematerial@traviscountytexas.gov)

○ **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.austinpapport.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.

☐ **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](http://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.

⚠️ **Important!**

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

## 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](mailto:53.submission@traviscountytx.gov)

[98.submission@traviscountytx.gov](mailto:98.submission@traviscountytx.gov)

[126.submission@traviscountytx.gov](mailto:126.submission@traviscountytx.gov)

[200.submission@traviscountytx.gov](mailto:200.submission@traviscountytx.gov)

[201.submission@traviscountytx.gov](mailto:201.submission@traviscountytx.gov)

[250.submission@traviscountytx.gov](mailto:250.submission@traviscountytx.gov)

[261.submission@traviscountytx.gov](mailto:261.submission@traviscountytx.gov)

[345.submission@traviscountytx.gov](mailto:345.submission@traviscountytx.gov)

[353.submission@traviscountytx.gov](mailto:353.submission@traviscountytx.gov)

[419.submission@traviscountytx.gov](mailto:419.submission@traviscountytx.gov)

[455.submission@traviscountytx.gov](mailto:455.submission@traviscountytx.gov)

[459.submission@traviscountytx.gov](mailto: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](http://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!