

How to Change your Name in Travis County, Texas (if you're an adult)

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

1. **Confirm you live in Travis County.** You must live in Travis County to file a name change case in Travis County. Look up your address if you're not sure: <https://travis.prodigycad.com/property-search>

2. **Fill out these required court forms:**

- 1) Petition to Change the Name of an Adult
- 2) Order Changing the Name of an Adult

For best results get the petition and order forms from Travis County Law Library.

Warning! Do **not** use the forms generated by the "EFileTexas.gov Self-Help Adult Name

Change Interview." Those forms are not accepted in Travis County because they are signed using /s/ **your printed name** instead of your handwritten or digitized signature.

Request FREE Adult Name Change forms from the Travis County Law Library:

- ✓ by email: referencematerial@traviscountytexas.gov
- ✓ by phone: 512-854-8677 - or -
- ✓ in person: Travis County Civil & Family Courts Facility, 1700 Guadalupe, Floor 2, Austin, TX.

3. **Fill out fee waiver form if you have a low income and cannot afford the court filing fee.**

The Court filing fee is about \$350. Contact the Law Library if you need the fee waiver form.

4. **Get fingerprinted.** Get fingerprinted at one of these businesses:

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

Sign your fingerprint card using your usual signature.

5. **Use this CHECKLIST to review your forms and fingerprint card. Fix any mistakes.**

- Did you leave any blanks?** Your forms must be completely filled out.
- Is all information correct?** Double check your birth date, place of birth, address, social security number, driver's license number, etc.
- Did you list all variations of your name?** Your adult name change forms should include the name on your birth certificate, social security card, driver's license or state identification card, passport, certificate of citizenship or naturalization, as well as any other names you've used. All variations of your name should be included on both the petition and order forms. Double check the name on your birth certificate. It must match EXACTLY – even if your name is misspelled. If you have two last names both should be listed. If there is a hyphen between your two last names include it.
- Did you answer both questions about criminal history?**
- Did you provide complete information about ALL criminal charges filed against you?** This information **must** be provided even if the charges were later dismissed. Get more information here: <https://texaslawhelp.org/article/name-changes-and-criminal-history>
- Did you answer the question about whether you are a convicted sex offender?**
- Did you sign the Petition to Change the Name of an Adult?** You **must** sign the petition using your handwritten signature or digitized signature (a graphic version of your handwritten signature).
- Did you sign your fingerprint card?**
- Is all information true?** You can be criminally prosecuted if you lie on court forms.

Warning! Incomplete forms will delay your case. Mistakes will cause you problems in the future!

6. Get your court forms and fingerprint card ready to file.

Print your forms if you plan to file in person. Save your forms as PDFs if you plan to file online.

Important! Your petition, order, and fingerprint card should be filed together as **one document** with your completed petition on top and your completed order and fingerprint card attached.

7. File (turn-in) your court forms and fingerprint card. Pay the filing fee.

File your completed forms and fingerprint card with the Travis County District Clerk's Office. Pay the filing fee or file your completed *Statement of Inability to Afford Payment of Court Costs*.

There are 2 ways to file:

- **In person:** Travis County District Clerk's Office, 1700 Guadalupe, Floor 3, Austin, Texas, - **or** -
- **Online:** <https://efiletx.tylertech.cloud/OfsEfsp/ui/register/user-information>

8. Sign up for Family Law Case Review. Family Law Case Review is a FREE service offered by the Travis County Law Library. Case Review allows most adult name change cases to be processed remotely – without you needing to come to the courthouse for a hearing.

SIGN UP for Family Law Case Review online at <https://lawlibrary.traviscountytexas.gov/CRR>.

Important! The Law Library reference attorney or paralegal who reviews your forms is not your attorney and cannot give you legal advice.

9. Fill out Case Review intake form using DocuSign. You should receive an intake form via email from "Case Review via DocuSign" within 3 business days.

10. Wait while your case is reviewed. Once you have completed the intake form, a Law Library reference attorney or paralegal will review the forms you filed with the District Clerk's Office. If your case is ready, they will forward your adult name change forms to the appropriate Judge by email. You will be copied on that email. *If your case is not ready, they will contact you by phone or email.*

11. Wait while your case is decided by the Judge. If the Judge approves your name change, the Judge will sign the order changing your name. *If the Judge does not approve your name change, the Judge's office will let you know by email.*

If the Judge signs the order changing your name, the Travis County District Clerk's Office will email you a signed (*but not certified*) copy of the order.

12. Buy certified copies of the signed order from the District Clerk's Office.

- **In person:** Travis County District Clerk's Office, 1700 Guadalupe, Floor 3, Austin, Texas. - **or** -
- **Online:** www.traviscountytexas.gov/district-clerk/records-request

13. Change your official records. It is your responsibility to change your official records. Use the certified copies you purchased to change your official records including the following.

- Birth Certificate - <https://dshs.texas.gov/vs/reqproc/amendment.shtm> (for Texas birth certificate)
- Social security card - <https://faq.ssa.gov/en-us/Topic/article/KA-01981>
- Passport - <https://travel.state.gov/content/travel/en/passports/have-passport/change-correct.html>
- Driver's license - www.dps.texas.gov/DriverLicense/changes.htm
- Voter Registration - <https://txapps.texas.gov/tolapp/sos/SOSACManager>
- U.S. Citizen and Immigration Services - <https://www.uscis.gov/tools/uscis-tools-and-resources>

Note: Each agency has their own requirements and may charge an additional fee.

14. You're done!