

INSTRUCTIONS FOR CHANGE OF NAME
ADULTS ONLY

PLEASE ADVISE CLERK IF YOU HAVE PREVIOUSLY CHANGED YOUR NAME.

All name changes are done by appointment only. You must provide the following information:

1. **Proof of Residence:** The petitioner must be a resident of Geneva County, Alabama. If the petitioner's driver's license shows an address out of the County, out of State, or that is not the petitioner's current address, proof of residency is required at the time of filing, e.g., a bill, deed or lease.

2. **Certified Copy of Birth Certificate:** The petitioner must be 19 years of age or older. The certified copy must be dated with the last six (6) months. If you were born in the State of Alabama, you may obtain a certified copy from the local Geneva County Health Department (334) 684-2257 or from the Center for Health Statistics (334) 206-5418.

3. **Valid Photo Identification:** Valid driver's license, non – driver's ID or military ID.

4. **Documentation of Divorce:** If the petitioner is seeking a name change as a result of a divorce; proof of divorce is required.

5. **Background Check:** You will be required to have a background check done and report the results to this Court. To obtain an FBI background check (see FBI website or complete instructions):

- Go to the FBI's website, www.fbi.gov.
- Select the "Services' tab.
- Select the "Identity History Summary Check".
- The FBI offers three (3) options to request an Identity History Summary:

Option 1 - Electronically submit your Identity History Search

Option 2 - Submit your request directly to the FBI via mail

Option 3 - Submit to an FBI approved Channeler

If you choose Option 2, mail the signed application form, fingerprint card, (Fingerprints may be taken at the Geneva County Jail by appointment only (334) 684- 5670) and payment of \$18.00 to the following address:

FBI CJIS Division – Summary Report
1000 Custer Hollow Road
Clarksburg, WV 26306

Once the FBI completes your background check, the results will be mailed to you. YOU MUST bring the results to our office, along with all other required documents.

Exceptions to the background check requirement:

1. You are changing your name from your married name to your maiden name within one year of a divorce; OR
2. You are seeking to correct a spelling error on your Birth Certificate.

The Court Cost for a name change is \$51.00 plus \$3.00 per page and is due and payable at the time of filing.

**Geneva County Probate Judge
Toby L. Seay
P. O. Box 430
Geneva, Alabama 36340
(334) 684-5640**

