ALLISON S. BOYD
JUDGE OF PROBATE, SHELBY COUNTY
P. O. BOX 825, COLUMBIANA, ALABAMA 35051
TELEPHONE: 205-670-5210

KIMBERLY A. MELTON
CHIEF CLERK

INSTRUCTIONS FOR CHANGE OF NAME – ADULT

1. If you are **19 years old or older** and a **resident** of Shelby County, Alabama, you must complete and file the following:
   - ✓ **Petition for Change of Name**
   - ✓ **Proof of Residency**
     - If you reside with parents or friends, etc., you must provide an **Affidavit** completed by that person affirming that you live with them and a **copy of a utility bill in their name with a physical address**
   - ✓ **Copy of Current State Issued ID**
   - ✓ **Copy of Final Divorce Decree**, if name change is due to a divorce
   - ✓ **Copy of Alabama Bureau of Investigation Background Check**
   - ✓ **Copy of Federal Bureau of Investigation Background Check**
   - ✓ **Certified Copy of Birth Certificate,** must be dated within 6 months of the date of the filing of the petition (Birth Certificate will kept by Probate in the permanent file)

2. **Unless** the name change is pursuant to a **Divorce Decree**, **correction of a misspelling on a form of identification (birth certificate/driver's license/social security card)**, or the **elimination or replacement of a given first or middle name with your maiden name**; you are required to complete and file with your petition both **Alabama Bureau of Investigation (ABI)** and **Federal Bureau of Investigation (FBI)** background checks.
   - ✓ Certified criminal history background checks based on fingerprints from the ABI:
     - Petitioner may go to the Shelby County Sheriff's Department located at 380 McDow Road, Columbiana, AL to obtain fingerprints cards for the ABI and FBI checks. To schedule a fingerprinting appointment, go to https://soprints.as.me/
     - Petitioner will need to complete form ABI-46 and forward same to the ABI.
     - The fee is $25.00 and they will accept either a cashier's check or money order.
     - Petitioner may call (334)353-4340 if there are any questions.
     - Petitioner will receive a certified criminal history background check from the ABI that **must** be brought to the Probate Court when filing for name change.
   - ✓ Certified criminal history background checks from the 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, go to "stats and services" and choose "Identity History Summary Checks".
     - Read the instructions carefully and fill out the Application Information form and print it out.
     - There are two different ways to obtain the background check from the FBI. The two choices are listed on the instructions.
     - If you choose to submit your request directly to the FBI and mail the request in, please submit the form, the original fingerprint card and $18.00 fee per person. They will accept a cashier's check, money order or credit card.
     - The FBI Mailing address is:
       FBI CJIS Division – Record Request
       1000 Custer Hollow Road
       Clarksburg, WV 26306
     - The FBI will also send you a certified criminal history background check that must be brought into the Probate Court along with the ABI's certification.
     - If you have any questions for the FBI, you may contact a local office, as follows:

FBI Mobile	FBI Birmingham
200 N. Royal Street	1000 18th Street North
Mobile, AL 36602	Birmingham, AL 35203
www.mobile.fbi.gov	www.birmingham.fbi.gov
(251)438-3674	(205)326-6166

3. You may mail all required items with a **$47.00 filing fee and a self-addressed stamped envelope (if background checks are required there will be an additional $6.00 filing fee making the total filing fee $53.00)** to the Judge of Probate, Judicial Intake Dept., P.O. Box 825, Columbiana, AL 35051 **or** bring it to our office at 112 N. Main Street, Room 105, Columbiana, AL, located in the front of the courthouse.

4. You will receive **one** (1) Order of Name Change. If you require additional copies, **add** $3.00 for **each** additional copy.

5. Payment may be made by **cash, check or card**. Please make checks payable to: **JUDGE OF PROBATE.**

6. **A hearing will be scheduled.** You will receive notice of the hearing date and time in the mail. There will be a $13.00 additional court cost due at the hearing. (In some cases, a hearing may be waived. If the hearing is waived, a copy of the Order of Name Change will be mailed to you).

7. If you have any questions, please contact us at (205) 670-5210

STATE OF ALABAMA
SHELBY COUNTY

PROBATE COURT
CASE NO. PR-20__-_____

PETITION FOR CHANGE OF NAME (ADULT)

TO THE HONORABLE ALLISON S. BOYD, JUDGE OF PROBATE OF SHELBY COUNTY, ALABAMA:

NOW COMES, _____, whose date of birth is _____, whose Driver's License/Non-Driver's License ID Number is _____ from the State of _____ and respectfully shows to the Court that he/she is over the age of nineteen years and is a **bona fide resident of Shelby County, State of Alabama**:

WHEREFORE, in pursuance of the provisions of the Statutes of Alabama, the petitioner files this declaration in writing, signed by him/her, requesting his/her name be changed as follows: (*Choose **only** one*)

1. **(Legal Name on Birth Certificate)** FROM _____
   TO_____, due to the following reason: _____
   _____.

OR

2. **(Married Name)** FROM _____
   TO_____, due to the following reason: _____
   _____.

OR

3. **(Other Reason)** FROM _____
   TO_____, due to the following reason: _____
   _____.

Your Petitioner further states and declares under penalty of perjury under the laws of the State of Alabama that the foregoing is true and correct: (initial each correct statement)

_____ That a true and correct copy of my birth certificate has been filed along with this petition;
_____ That s/he has never been convicted as a Sex Offender, as provided by Code of Alabama 15-20A-4;
_____ That s/he is not currently a defendant to any criminal charge;
_____ That s/he is not attempting to avoid payment of any debt or judgment of debt;
_____ That s/he is not attempting to commit fraud in any manner whatsoever;
_____ That s/he has never been convicted of any felony or crime involving moral turpitude;
_____ That s/he has submitted to criminal background checks (if required) and filed the results with this Court.

Your Petitioner prays that the Court will make such order in the premises as may be proper to change his/her name as prayed.

DATE: _____ PETITIONER'S SIGNATURE: _____

PETITIONER'S ADDRESS: _____
_____

PETITIONER'S HOME PHONE _____

PETITIONER'S CELL PHONE _____

I, the undersigned authority, a Notary Public, in and for said County in said State, hereby certify that said petitioner, whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this the _____day of _____, 20___, that being informed of the contents of said petition, that he/she executed the same voluntarily on the day the same bears date.

_____
NOTARY PUBLIC
My Commission Expires: _____