

How to file for an Adult Name Change:

Requirement: Must file in the County that you live in.

- Log onto texaslawhelp.org (see attached document), search Adult Name Change.
- Print and complete one copy of the Petition for an Adult Name Change, make two copies of this petition. (We will file stamp your copies when filing the original, one copy is to mail off to DPS and the other is for your records.)
- Visit the Boerne Police Department, off of Old San Antonio Road, and get a finger print card done.
- Obtain one money order made out to Texas DPS in the amount of \$28.25.
- Bring all of the above mentioned items plus the filing fee back to our office when you are ready to file for your name change.
- We will mail one copy of the Petition, the finger print card, and the money order to Texas DPS for them to complete your background check. This will take about 6 weeks.
- Once we receive your background check back, we will give you a call letting you know you can go ahead and schedule a hearing date with Mateo Santos, his number is: 830-249-9343 ext.310. Please make sure you have your case number when you call him to schedule.
- Before your hearing date, log back into texaslawhelp.org and search again for Adult Name Change, this time print out the Order Granting the Adult Name Change. Complete this to the best you can, some places will be for the court/Judge only to fill out. Bring this with you on the day of your hearing. Once your hearing has finished you will need to purchase a couple certified copies of the Order. These certified copies will be needed to change your name on your; driver's license, social security card, any kind of certificate of work, if you are enrolled in school and etc. You are always welcome to come back and purchase more copies if needed. Certified copies are \$1.00 a page.