

## SPECIAL INSTRUCTIONS FOR NAME CHANGE

### Regarding Fingerprinting

**Every person 22 years of age or older whose name appears on the “Petition to Change Name” must follow these instructions before the Court can act on the petition.**

Pursuant to Michigan law, every person 22 years of age or older who is requesting a name change must have a complete set of fingerprints taken at a local police agency. Those fingerprints will be used by the Michigan State Police and Federal Bureau of Investigation to check criminal records. The Michigan State Police will send a report to the Court regarding any criminal records.

If you have a criminal record, it will be presumed that you are seeking the name change with fraudulent intent. You must prove to the Court that the name change is not being sought with fraudulent intent.

### INSTRUCTIONS

1. File the “Petition to Change Name” (form PC 51) with the Circuit Court and pay the filing fee.
2. Make one copy of the completed “Petition to Change Name”( form PC 51).
3. Go to your local police agency for the fingerprint card and to have your fingerprints taken. The police agency will advise you of the appropriate fee. Take a copy of the “Petition to Change Name” with you.
4. After you have had your fingerprints taken, mail the copy of the “Petition to Change Name”, the fingerprint card, and the appropriate fee to the Michigan State Police. The fee must be made payable to the State of Michigan. Mail to:

Michigan State Police  
Criminal Justice Information Center-Criminal History  
P.O. Box 30266  
Lansing, MI 48909

5. The Michigan State Police will review your criminal records and will forward the fingerprints to the Federal Bureau of Investigation. Once the Federal Bureau of Investigation has reviewed its records and reported the information to the Michigan State Police, the Michigan State Police will send a report to the Court.
6. After the Court receives the required report from the Michigan State Police, the Court can schedule a hearing on the “Petition to Change Name.”
  - a. The court will mail you a notice when the required report is received.
  - b. Contact the Court 8 weeks after you mail or deliver your fingerprint card to the Michigan State Police to find out if the required report has been received.