

MIKE SPENCE

CLERK OF COURT

Caddo Parish Courthouse
501 Texas Street, Room 103
Shreveport, LA 71101-5408



Phone: 318-226-6776
Fax: 318-227-9080
www.caddoclerk.com

Name Change Procedure for the First Judicial District Court (Caddo Parish)

1. Obtain and FBI background check for the person who wants to change their name by going online to [Rap Sheets \(Identity History Summary Checks\) – FBI](#)
2. The FBI will require the applicant to submit a fingerprint card. These may be obtained at the Caddo Sheriff's Office Identification Division on the ground floor of the Caddo Parish Courthouse, 501 Texas Street, Shreveport, LA, 71101. They will charge a small fee. Contact the Sheriff's Office at (318) 681-0610 for questions about obtaining a fingerprint card.
3. Submit your fingerprint card and any other documents the FBI requires for the background check. The cost is \$18.00, which is subject to change at the discretion of the FBI. Instructions are on the FBI website. This background check takes around 10-15 days to complete.
4. Once you have received the results of the background check from the FBI, please submit your Petition for Name Change, Judgment and results of the FBI background check to the Caddo Parish Clerk of Court. The Clerk will collect a filing fee at that time (\$350 estimated).
5. The Caddo District Attorney will prepare an answer as required by Louisiana R.S. 13:4752. All documents, including the District Attorney's answer, will be given back to the Clerk for further processing by the court. The Clerk will file your background check under court seal so that your background check will not be a public record.
6. The Court will either sign your judgment granting your petition for name change, deny it, or set the matter for contradictory hearing with the District Attorney and you will be given a court date.
7. The Clerk will serve all parties with the documents.
8. It is always best to obtain an attorney to assist you or to answer any questions because the Clerk and the District Attorney cannot give anyone legal advice.

"Where the Public Comes First"