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STATE OF OHIO

NAME CHANGE

ADULT PACKET

Control Number - OH -NAME-1

This packet contains the following:

1. Instructions;
2. Forms List; and
3. Access to Ohio Law Summary.

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In Ohio, an action for a court ordered Change of Name begins with the filing of a Petition in the Court of Common Pleas - Probate Division. The Petition must contain certain information. The forms in this packet include the necessary information for an Adult Name Change in the State of Ohio.
- B. You can use this packet if:
 - ▶ You are at least 18 years of age and have been a resident of the county in which you will file for a period of one year.
 - ▶ You have proper and reasonable cause for the requested change of name.
 - ▶ You are not changing your name to avoid debts or defraud creditors.

II. WHAT FORMS ARE INCLUDED

- A. Adult Information Sheet - (OH-NC-100) This document provides details regarding your request for name change.
- B. Cost Bill - Name Change - (OH-NC-101) This document provides the total costs associated with your request for name change.
- C. Authorization to Release Confidential Information - (OH-NC-102) This form authorizes the release of certain information associated with your request for name change.
- D. Application for Change of Name - (OH-NC-103) This document states the reasons and other required details for your name change.
- E. Judgment Entry Setting Hearing and Ordering Notice - (OH-NC-104) This document officially sets the matter for hearing.
- F. Notice of Hearing on Change of Name - (OH-NC-105) Notice that your Petition for Change of Name has been filed and the matter has been set for hearing. This should be published in a newspaper prior to the hearing.
- G. Affidavit in Proof of Publication - (OH-NC-106) This form provides proof of publication of the Notice of Hearing on Change of Name.
- H. Entry Approving Publication - (OH-NC-107) This document provides that the Court is aware that the Proof of Publication has been filed.
- I. Order Changing Name - (OH-NC-108) This is the final statement of the legalities and terms of your name change. Once this form is signed by the Judge and filed with the court, the name change is effective.

- J. Name Change Application Supplemental Affidavit - (OH-NC-109) This is a sworn affidavit required of each and every applicant seeking a name change in Ohio. It is suitable for either adult applicants or adult applicants filing on behalf of a minor.

If you did not order a completion package and need access to the download page again for any of the above forms, please check your email for a link to that will redisplay the page for you.

NOTE: SOME OF THE ABOVE FORMS MAY NOT BE REQUIRED IN ALL COUNTIES BUT SHOULD BE PREPARED AND AVAILABLE AT THE TIME YOU FILE THE NAME CHANGE.

III. PROCEDURE FOR CHANGE OF NAME (ADULT) FOR THE STATE OF OHIO

A. Preliminary Note:

1. The attached forms may be completed by:
 - a. Printing the forms and completing by hand. Use black ink and print neatly.
 - b. Printing the forms and completing using a typewriter.
 - c. By completing the forms on your computer using a word processing program and then printing the forms.
2. Use complete names and not initials. Check your spelling carefully, a misspelled word can delay your name change.
3. Print at least two (2) complete sets of the forms.
4. All forms with a heading - the name of the court, the Petitioner's name, the case number, and the name of the document - require that the heading be completed. You will need to add the name of the court and the full name of the Petitioner. The "Case No." will be assigned by the court clerk at the time of filing.
5. Forms that require your signature and include a notary block **MUST** be signed in the presence of the notary or court clerk who will complete the acknowledgement. Use your complete name - first name, middle name, last name.
6. When a form is filed with the court, request the clerk "file-stamp" one copy of the form for your file.
7. A Law Summary is available and can be printed for your State. To do so, go to the end of this package and select the Law

Summary link under the form title and print. Review the Law Summary before beginning the process of completing the forms.

B. SUMMARY OF PROCEDURE - (Ohio Revised Code, Title 27, Chapter 2717)

The process for obtaining a name change for an adult in the State of Ohio begins with the filing of an Application for Name Change showing the Court the name the Applicant desires to assume and setting forth the reasons for requesting the change of name. The Application is filed with the Probate Court in the jurisdiction in which the Applicant resides.

All forms must be complete. Use full names at all times. Use middle names instead of middle initials. Double-check your spelling as misspelled words can result in a delay in the name change process. Print three (3) complete sets of forms.

After the Application is filed and the required fee is paid, the Court will set the Application for a hearing not less than thirty days from the date the Application is filed. During this thirty-day period, the Applicant is required to give public notice of the relief requested and the date of the hearing in a local newspaper. The notice must be published once at least 30-days prior to the hearing.

After publication is complete, the Applicant must submit proof of publication to the Clerk of the Court. This is accomplished by filing an affidavit executed by the newspaper verifying the publication. Attached to the Affidavit is a copy of the published notice.

C. Procedure

Step 1: Complete all the forms using complete names - middle names instead of middle initials.

Step 2: File the Application in the Court of Common Pleas - Probate Division in the county in which you have been a resident for a period of at least one year and pay the appropriate fee.

1. The Applicant must have been a resident of the County, and Ohio, for at least (1) year prior to filing the application to change his/her name.
2. A filing fee may be required by the Probate Court at the time the Application is filed. You should confirm the amount with the court clerk prior to filing the application. This fee must be paid in cash or check.

3. A certified copy of the Applicant's birth certificate is required at the initial filing and must be filed with the application.

Step 3: The Court uses the "Journal Entry Setting Hearing and Ordering Notice" form to set the hearing on the Application and requires the Applicant to give public notice of the requested name change to the general public.

Notice of the application must be given once by publication in a newspaper of general circulation in the county at least thirty days before the hearing on the application. The notice sets forth the court in which the application was filed, the case number, and the date and time of the hearing. Complete the Notice of Hearing on Change of Name using the information from the "Journal Entry Setting Hearing and Ordering Notice" and take to the local newspaper used to publish legal notice. The Clerk of the Court will have a list of the newspapers that are approved by the Probate Court. A proof of publication must be filed with the Court on or before the hearing date and is obtained from the paper.

Step 4: Attend the Hearing. It is suggested that you locate the Courtroom prior to the hearing date. This will eliminate the need to search for it on the day of the hearing. Also, on the day of the hearing, be sure and arrive a few minutes prior to the scheduled time. Hearings regarding name changes requests are generally informal and take only a few minutes.

Step 5: Judgment Entry - Change of Name of Adult.

If the Court determines that the requirements of the statutes have been complied with and that there exists reasonable and proper cause for the name change, the Judge/Magistrate will Issue Form Six "Judgment Entry - Change of Name Adult."

Step 6: Mail A Certified Copy of the Judgment Entry to the:

Bureau of Vital Statistics
246 North High Street
P.O. Box 15098
Columbus, Ohio 43215-0098

The Judgment will become an addendum to your birth certificate. This will not change your original birth certificate.

NOTE ABOUT COMPLETING THE FORMS

The forms in this packet contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

If you do not see the gray shaded form fields, go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a shaded letter “a”. Click in this button and the form fields will be visible.

The forms are locked which means that the content of the forms cannot be changed. You can only fill in the information in the fields.

If you need to make any changes in the body of the form, it is necessary for you “unlock” or “unprotect” the form. **IF YOU INTEND TO MAKE CHANGES TO THE CONTENT, DO SO BEFORE YOU BEGIN TO FILL IN THE FIELDS. IF YOU UNLOCK THE DOCUMENT AFTER YOU HAVE BEGUN TO COMPLETE THE FIELDS, WHEN YOU RELOCK, ALL INFORMATION YOU ENTERED WILL BE LOST.** To unlock click on “Tools” in the Menu bar and then selecting “unprotect document”. You may then be prompted to enter a password. If so, the password is “uslf”. That is uslf **in lower case letters without the quotation marks**. After you make the changes relock the document before you begin to complete the fields.

After any required changes and re-protecting the document, click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. If problems, please let us know.

LAW SUMMARY

The law summary file for this package can be located at the following address:

<http://www.uslegalforms.com/oh/OH-NAME-1.htm>

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