

# Instructions for Name Change

1. Obtain the name change documents from the Probate Court or on the Court's website at [www.lucas-co-probate-ct.org](http://www.lucas-co-probate-ct.org). Please specify whether it is a name change for an adult or for a minor. **No name change is automatic. All applicants must submit and pass a record check (form included). The Court will determine whether just cause exists to order the change of name.** The documents may be completed at the Probate Court or can be taken with you to be filled out at your discretion. The following information is relative to completing the documents properly:
2. **Application: Must be completed in black ink or typed.**
  - Fill out the entire application. Leave the Journal Entry blank.
  - Fill out the entire name, including any applicable middle names. Mistakes or omissions could result in receiving the wrong name. **Please do not use any abbreviations or initials.**
  - Sign the form in front of a Deputy Clerk only.
3. **Notice: Must be completed in black ink or typed.**

Fill out the Notice of Hearing form leaving blank the space for a hearing date which the clerk will assign when you appear to file the name change. If the name change is for a minor, and the father's address is unknown, **you must fill in a last known address** on the Notice of Hearing. The applicant will be billed for the publication fee from Toledo Legal News, which is a separate fee and not included in the filing fees.
4. **Consent: Must be completed in black ink or typed.** (Only required if the name change is for a minor.)
  - **Both parents MUST completed and sign a consent form.**
  - If either parent does not sign a consent form, please inform the Deputy Clerk of their address and they will be served by certified mail. **Every effort must be made to obtain an address.** This includes, but is not limited to, searching the internet, phone books, etc., and/or contacting the parent at any family member's homes.
  - If one of the parent's names or address is unknown:
    - Please inform the Deputy Clerk who will give you the appropriate form(s).
    - You must also submit an affidavit in front of a Notary Public or Deputy Clerk stating the unknown name or address.

5. **You must have a certified copy of your birth certificate (if for an adult) or the child's certified birth certificate when you file along with a valid photo ID.** The birth certificate must state the place of birth. If you do not have valid photo ID you will need to provide documentation to the Court showing why you cannot obtain an ID as well as proof of residency. You must be able to document one year of residency in Lucas County.
6. Court costs are due at the time of filing. The filing fees for an adult name change are **\$66.10**. The filing fees for a minor's name change are **approximately \$85.00. Filing fees can be paid by cash or check only.** Two certified copies of the Judgment Entry are included in the filing fees. You may purchase additional certified copies of the Judgment Entry for \$1.05 each.
7. Your hearing date will be assigned at the time you file. Hearing dates are set 60 days from the day that you file.
8. Approximately two weeks after you file you will receive a separate bill from Toledo Legal News for the publication fee. The cost of publication is **\$51.00** and can be paid by cash, check, or credit card. Payments are made to: Toledo Legal News 247 Gradolph Street Toledo, Ohio 43612. **Your name change cannot proceed without publication being completed.** Publication must be completed 30 days prior to the hearing date and failure to promptly pay may void your hearing date and could result in the name change application being dismissed.
9. If you were born in the State of Ohio, the Probate Court will forward a copy of the Judgment Entry changing the name to the Department of Vital Statistics. **Your birth certificate will not be changed.** The Judgment Entry will be attached to your birth certificate. If you were born outside the State of Ohio, you will need to mail a certified copy of the Judgment Entry changing the name to the Department of Vital Statistics in the state you were born.
10. Please note, **if you fail to appear for your hearing your application will be dismissed.**

**PROBATE COURT OF LUCAS COUNTY, OHIO  
JACK R. PUFFENBERGER, JUDGE**

- CONSERVATORSHIP OF
- GUARDIANSHIP OF
- ESTATE OF
- MISCELLANEOUS
- NAME CHANGE OF
- TRUST OF \_\_\_\_\_,
- \_\_\_\_\_

CASE NO. \_\_\_\_\_

By my signature below, I hereby authorize the release of any and all records or information that your agency may have pertaining to me to the Probate Court of Lucas County, Ohio.

I further understand that my social security number, driver's license number and birthday listed on the attached sheet shall be used for conducting the record check and upon the conclusion of the record check that the attached sheet containing my social security number, driver license number and birth date shall be destroyed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

**CONCLUSION OF RECORD CHECK**

- Records checked and found to be in order.
- Records checked and found not to be in order.
- Record Check Information Sheet destroyed.
- Record Check Information Sheet returned to attorney.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk

I, \_\_\_\_\_, Attorney at law hereby certify, that the within instrument was prepared and/or examined by me, and that the same, in my opinion, is correct and proper.

\_\_\_\_\_  
Attorney Ohio Supreme Court Number

**RECORD CHECK**  
**INFORMATION SHEET**

Name: \_\_\_\_\_

Address:

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver License Number: \_\_\_\_\_

**PROBATE COURT OF LUCAS COUNTY, OHIO  
JACK R. PUFFENBERGER, JUDGE**

**INFORMATION SHEET REQUIRED IN NAME CHANGE**

1. Are you filing the name change on behalf of yourself?  Yes  No

2. If not, what is your relationship to the person seeking the name change?

**(Check one)**

Parent

Legal Guardian

Guardian Ad Litem /Applicant to be named Guardian Ad Litem

3. Please complete the following as to information concerning person seeking name change:

Name at birth \_\_\_\_\_

Place of birth \_\_\_\_\_  
City County State

Date of birth \_\_\_\_\_

4. If for a minor child:

Father's name and address:

\_\_\_\_\_

Mother's name and address:

\_\_\_\_\_

Legal Guardian or Guardian Ad Litem's name and address:

\_\_\_\_\_

5. If for a minor child, are you custodial parent?  Yes  No

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number



**PROBATE COURT OF LUCAS COUNTY, OHIO**  
**JACK R. PUFFENBERGER, JUDGE**

IN RE: CHANGE OF NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Name Requested)

CASE NO. \_\_\_\_\_

**APPLICATION FOR CHANGE OF NAME OF ADULT**  
**(R.C. 2717.01)**

The applicant states that the applicant is an adult and has been a bona fide resident of \_\_\_\_\_  
County, Ohio, for a least one year immediately prior to the filing of this application.

The applicant requests a change of name from \_\_\_\_\_  
to \_\_\_\_\_

for the following reason:

The applicant states that the applicant will cause notice of the application to be published once in a newspaper of general circulation in this county at least thirty (30) days before the hearing on this application.

The applicant states that the applicant

- 1) \_\_\_\_\_  has  has not been convicted of, pleaded guilty to, or been adjudicated a delinquent child  
initials for identity fraud.
  
- 2) \_\_\_\_\_  has a  has no duty to comply with R.C. 2950.04 or R.C. 2950.041 because the applicant  
initials was convicted of, pled guilty to, or was adjudicated a delinquent child for having committed  
a sexually oriented offense or a child-victim oriented offense.

\_\_\_\_\_  
Attorney for Applicant

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number (include area code)

Attorney Registration No. \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number (include area code)

CASE NO. \_\_\_\_\_

**JOURNAL ENTRY SETTING HEARING AND ORDERING NOTICE**

The Court orders this application set for hearing on the \_\_\_\_\_ day of \_\_\_\_\_,  
at \_\_\_\_\_ o'clock \_\_\_\_\_. m. The applicant is ordered to cause notice of the application to be  
given by one publication in a newspaper of general circulation in this county at least thirty (30) days  
prior to the hearing date as required by law.

\_\_\_\_\_  
Judge Jack R. Puffenberger

By \_\_\_\_\_  
Deputy Clerk

**PROBATE COURT OF LUCAS COUNTY, OHIO**  
**JACK R. PUFFENBERGER, JUDGE**

IN RE: CHANGE OF NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Name Requested)

CASE NO. \_\_\_\_\_

**NOTICE OF HEARING ON CHANGE OF NAME**  
[R.C. 2717.01]

Applicant hereby gives notice to all interested persons and to \_\_\_\_\_,  
(Necessary person whose address is unknown)

whose last known address is \_\_\_\_\_,

that the applicant has filed an Application for Change of Name in the Probate Court of \_\_\_\_\_

County, Ohio, requesting the change of name of \_\_\_\_\_

to \_\_\_\_\_.

The hearing on the application will be held on the \_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_ M. in the Probate Court of \_\_\_\_\_ County,

located in the Lucas County Court House, 700 Adams Street, Suite 200, Toledo, Ohio 43604.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**Note to publisher:** The above legal notice including the caption is to be published once in its entirety. Costs are to be paid by applicant and an Affidavit of Publication is to be furnished to applicant.



**PROBATE COURT OF LUCAS COUNTY, OHIO  
JUDGE JACK R. PUFFENBERGER**

IN RE: CHANGE OF NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Name Requested)

CASE NO. \_\_\_\_\_

**JUDGMENT ENTRY – CHANGE OF NAME OF ADULT**

On \_\_\_\_\_ an application for change of name was heard by this Court. The Court finds that proper notice of the application and hearing date was given by one publication in a newspaper of general circulation in this county at least thirty days prior to the hearing on the application. The Court further finds that reasonable and proper cause exists for changing the name. The Court finds that the applicant's complete name at birth was \_\_\_\_\_, applicant's date of birth was \_\_\_\_\_, and the place of birth was \_\_\_\_\_

\_\_\_\_\_  
City County State

Therefore, it is **ORDERED** the name of \_\_\_\_\_  
be changed to \_\_\_\_\_.

\_\_\_\_\_  
Judge Jack R. Puffenberger

**CERTIFICATION OF JUDGMENT ENTRY**

The above Judgment Entry – Change of Name of Adult is a true copy of the original kept by me as custodian of the records of this Court.

\_\_\_\_\_  
Judge Jack R. Puffenberger

By \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date

