

INSTRUCTIONS FOR CHANGE OF NAME OF AN ADULT

These instructions are a guideline only and should not be considered legal advice. Applicants are encouraged to seek legal counsel.

The Clermont County Probate Court has the authority to legally change the name of an adult. An application may only be filed if the adult has been a resident of Clermont County for at least one year prior to the filing of an Application for Change of Name of Adult.

Complete all documents by filling in the applicable blanks except the Case No., hearing dates, and Judge's signature and certification.

Current filing fees are \$130. Applicants must pay this fee in cash, check, money order, or certified check. Checks or money orders will be payable to the Clermont County Treasurer. The Clermont County Probate Court does not accept credit or debit cards.

Important Information about Publication: Ohio law requires that notice of the application, and hearing on application, shall be given once by publication in a newspaper of general circulation in the County at least thirty (30) days before the hearing on the application. THE NOTICE OF HEARING ON CHANGE OF NAME is for this purpose. The Applicant is responsible for ensuring publication. The Clermont Sun is the designated newspaper for publication of notice. The Applicant is responsible for the cost of publication. The Clermont Sun will provide proof of publication to the Court.

If publication is not completed at least thirty (30) days prior to the hearing, the name change cannot be granted and re-publication will be required.

Applicants are required to apply in person and may obtain the forms from the Court at 2379 Clermont Center Drive Batavia, Ohio or by downloading the forms from the website <https://probatejuvenile.clermontcountyohio.gov/>.

PROCEDURAL STEPS FOR FILING

STEP 1: COMPLETE THE FOLLOWING FORMS FOR THE INITIAL FILING	
Application for Change of Name of Adult (Form 21.0) Please state the adult's full, current legal name (first, middle, last) and full name requested after the change of name (first, middle, last) and the reason for the name change. The Applicant shall initial and mark as appropriate the boxes labeled 1) and 2).	At the time of initial filing
Authorization for Release of Information (Form 271.00) The Applicant shall list the Applicant's identifying information and sign Form 271.00 authorizing the Court to conduct a background check and consenting to the background check. The Applicant shall also provide valid government issued photographic identification. The Court will fingerprint the Applicant at the time of filing the application. If the Applicant has an Attorney file the forms, the Applicant will need to come to the Court,	At the time of initial filing

between the hours of 8:00 a.m. and 4:00 p.m., no later than 5 days after the filing of the Application for Change of Name of Adult for fingerprinting.	
Judgment Entry Setting Hearing and Ordering Notice (Form 21.11) The Court will set the Application for hearing at least 30 days after filing. This will allow sufficient time to publish notice of the hearing.	Issued at the time of initial filing
Notice of Hearing on the Change of Name (Form 21. 5) The Deputy Clerk will provide the Applicant with the hearing date to add to this form. The Applicant shall take this form to <u>The Clermont Sun</u> for publication. The Applicant will be responsible for the cost of publication. <u>The Clermont Sun</u> will provide proof of publication to the Court. If the publication is not completed at least thirty (30) days prior to the hearing, the name change cannot be granted and re-publication will be required.	At the time of initial filing

STEP 2: FILING OF FORMS WITH DEPUTY CLERK

Applicants must apply in person. The Deputy Clerk will review the forms for completeness and provide instruction for publication. The Deputy Clerk will assign a case number and set the application for hearing at least thirty days from the date of application.

STEP 3: SERVICE OF NOTICE

The Applicant is responsible for providing The Clermont Sun with the Notice of Hearing on Change of Name. The Applicant is responsible for any cost associated with the publication. The publication must occur thirty days prior to the hearing.

STEP 4: THE HEARING – WHAT TO EXPECT

The Magistrate will ask the Applicant questions regarding the application and will decide whether or not to grant the name change.

STEP 5: FINAL JUDGMENT GRANTING NAME CHANGE

The Court will issue a final judgment granting the name change. The Entry is proof that the Applicant has legally changed the adult’s name. If you require certified copies of the Judgment Entry for social security, school, or other purposes, the Deputy Clerk will make the copies of the entry and certify the copies at a nominal cost.

If the Applicant wishes to change their birth certificate, the Applicant must send certified copies of the Judgment Entry to the Bureau of Vital Statistics of the State that maintains the birth record. For Ohio births, the certified copy of Judgment Entry along with the fee should be mailed to: Bureau of Vital Statistics, 246 North High Street, P.O. Box 15098, Columbus, Ohio 43215-0098. (Contact Vital Statistics at (614) 466-2531 for the current cost.)