

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR CHANGE OF NAME

GENERAL INSTRUCTIONS FOR BOTH ADULTS & MINORS

Requirements

A person desiring to change their name must be a resident of Union County for at least sixty (60) consecutive days immediately prior to the filing of the application.

Where to File

Applications must be filed by mail or in person at the Union County Probate Clerk's Office, 215 W. Fifth Street, Room B06, Marysville, Ohio. Fax and Email filings are NOT accepted for the initiation paperwork.

Procedures

1. The Application, with all information, must be typed or legibly printed in blue or black ink. All names must be complete. Use middle names, where applicable, instead of middle initials. Where your signature is required, make certain that you sign, print your name, and include your complete address and telephone number with area code.
2. A certified copy of your Birth Certificate shall be presented to the Probate Court with the Application along with the appropriate filing fee. Payment may be by cash, personal check or money order (payable to "Union County Probate Court"), or credit card (with an additional service fee).
3. You must place the required legal ad in a paper of general circulation in Union County at least thirty days (30) days prior to the hearing (SPF 21.5). Proof of such publication shall be filed by you at the time of the hearing.

Note: If another, specifically named person(s) need(s) to be notified as well, use SPF 21.5. This may be the case when changing the name of a minor.

4. A Journal Entry is included in the packet. This should be completed to the best of your ability and submitted with the Application.
5. **It is expected that the Applicant and the person for whom the change of name is requested will attend the hearing.**

INSTRUCTIONS SPECIFICALLY FOR MINORS

1. An Application for change of name may be made on behalf of a minor by either of the minor's parents, a legal guardian, or a guardian ad litem. When application is made on behalf of a minor, in addition to the notice and proof required pursuant to ORC 2717.01(A), the consent of both living, legal parents of the minor shall be filed, or notice of the hearing shall be given to the parent or parents not consenting **by certified mail; return receipt requested.** This may require witnesses and evidence to be presented at the hearing. If you have any questions as to how to present your case, you should consult with an attorney.

CHANGE OF NAME CHECKLIST

FORMS REQUIRED TO CHANGE THE NAME OF AN ADULT

Filing Fee- \$110

- SPF 21.0- Application for Change of Name of Adult
- Contact Information Form
- SPF 21.01 – Affidavit in Support of Application for Change of Name of Adult
- Certified copy of Birth Certificate
- SPF 21.03 – Judgment Entry Setting Hearing and Ordering Notice
- SPF 21.5- Notice of Hearing on Change of Name
- Proof of Publication Affidavit
- SPF 21.1- Judgment Entry- Change of Name of Adult

FORMS REQUIRED TO CHANGE THE NAME OF A MINOR

Filing Fee- \$115 with all consents; \$120 without all consents

- SPF 21.2- Application for Change of Name of Minor
- SPF 21.4- Consent to Change Name of Minor (one for each biological parent) *
- Contact Information Form
- SPF 21.02 – Affidavit in Support of Application for Change of Name of Minor
- Certified copy of Birth Certificate
- SPF 21.03 – Journal Entry Setting Hearing and Ordering Notice
- SPF 21.5- Notice of Hearing on Change of Name
- Proof of Publication Affidavit
- SPF 21.3- Judgment Entry- Change of Name of Minor

***If you cannot obtain the signature on the consent form from the biological parent(s), in addition to the above requirements, you will need to:**

- Provide Proof to the Court that the biological parent received notice of hearing and use SPF 21.5 as Notice of Hearing on Change of Name;
 - **OR**
- Submit an Affidavit stating parent's address is unknown and cannot with reasonable diligence be ascertained; **AND**
- Use SPF 21.5 Notice of Hearing on Change of Name (for publication)

If you are not sure how to provide the Court with the above requirements, please seek an attorney. The Clerks are not permitted by law to give legal advice or explain how to fill out the forms.