

Checklist

Name Change of Minor

Filing Fees

Court Costs: \$100.00 (Payable by cash, check or money order. Credit cards NOT accepted.)

* Additional costs may be incurred for certified mail service or publication

Requirements

You may apply for a name change **only** if the minor has been a Lucas County resident for the past 60 days.

The Process

The documents listed below must be prepared by the applicant or attorney, and submitted to the Court for filing, along with the filing fee. Once the documents have been approved for filing by the Court, the Court will do one of the following:

- If **both natural parents' consent are provided**, the Court may dispense with a hearing and make a ruling on the application. Copies of the Judgment Entry will be mailed to the applicant upon approval.
- If **both natural parents' consent are not provided**, the Court will set the application for a formal in-person hearing. The applicant will be required to appear. The non-consenting parent will be served with notice of the hearing.

The Court will issue a Judgment Entry Setting Hearing and Ordering Notice, directing how service on the non-consenting parent will be performed if required..

The Court reserves the right to require additional documentation be submitted to support the name change or hold a formal hearing on the application.

Note: Note: All paperwork including the Judgment Entry must be typed and single-sided. We will not accept handwritten documents. Please do not staple original paperwork. You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.

Initial Filing

- New Case Information Sheet
- Application for Change of Name of Minor (Form 21.2)
- Photocopy of minor's Birth Certificate
- Photocopy of minor's Driver's License or State ID (if any) (driver's license number, issuance date and expiration date must be redacted)
- Photocopy of minor's Social Security Card (social security number must be redacted)
- Affidavit in Support of Application for Change of Name of Minor (Form 21.02)
 - This must be notarized by a Notary Public before being submitted for filing.
- Judgment Entry Changing Name of Minor (Form 21.3)
- Waiver of Notice of Hearing and Consent to Change of Name of Minor (Form 21.4)
 - Both parents of the minor must sign this waiver to dispense with a hearing on the application

If the both parents' consents are not provided with the application, the following must be filed:

- Judgment Entry Setting Hearing and Ordering Notice (Form 21.03)
- Notice of Hearing on Change of Name (Form 21.5)

If Requesting the Name Change to be Confidential:

The law requires very specific criteria be met in order for someone to qualify for a confidential name change. The applicant must provide proof that it would jeopardize the applicant's or minor's personal safety to have the name change on the public record. Please refer to R.C. 2717.11 to determine if you meet the requirements.

In addition to the forms required for *initial filing* above, the documents listed below must also be submitted, along with any required attachments. The Judge will review all of the documents and make a determination as to whether it qualifies as a confidential name change. If so, the Court will contact the applicant or attorney to set a hearing, if determined necessary.

- Motion for Confidentiality of Proceeding (Form 21.6)

Order Granting Confidentiality of Proceeding (Form 21.06)

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

IN THE MATTER OF: _____

CASE NO. _____

NEW CASE INFORMATION STATEMENT

ATTORNEY OF RECORD TO COMPLETE THE FOLLOWING SECTION

THE UNDERSIGNED CERTIFIES THAT THIS CASE IS, IS NOT RELATED TO ANY CASE NOW PENDING IN ANY JUDICIAL SYSTEM.

CASE NUMBER OF RELATED CASE _____

DESCRIPTION AND JURISDICTION OF RELATED CASE _____

PLEASE CHECK ONE OF THE FOLLOWING:

- CORRECTION/REGISTRATION OF BIRTH DISINTERMENT TRUSTS MINOR SETTLEMENT
 NAME CHANGE
 OTHER _____

STATEMENT OF PERMANENT ADDRESS

The following address is my permanent address. I understand that I am required to notify the Court of any change in my address and that the Court is authorized to remove me if I fail to comply with this requirement.

Signature, Attorney of Record

Signature, Applicant

Print Attorney Name

Print Applicant Name

Address

Address

()
Phone Number

()
Phone Number

Ohio Supreme Court ID Number

Ohio Supreme Court ID Number

E-Mail Address

E-Mail Address

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

IN RE: CHANGE OF NAME OF _____
(Present Name)
TO _____
(Requested Name)
CASE NO. _____

APPLICATION FOR CHANGE OF NAME OF MINOR
[R.C. 2717.01]

Applicant is the Parent Legal Guardian Legal Custodian Guardian ad Litem of the minor.
The minor has been a bona fide resident of this county for at least 60 days immediately prior to the filing of
this Application. Applicant requests a change of the name of the minor from

First	Middle	Last
to		
First	Middle	Last

The reason for requesting this name change is: _____

A certified copy of the minor's birth certificate is attached.

The name and address of Parent 1 of the minor is:

Name

Address

City, State, Zip Code

- The Waiver of Notice of Hearing and Consent of Parent 1 accompanies this Application.
- Applicant states that the address of Parent 1 is unknown. Applicant has exercised all due diligence and made every reasonable effort to find the current address but cannot locate this individual.

The name and address of Parent 2 or the alleged father of the minor is:

Name

Address

City, State, Zip Code

- The Waiver of Notice of Hearing and Consent of Parent 2 or the alleged father accompanies this Application.
- Applicant states that the address of Parent 2 or the alleged father is unknown. Applicant has exercised all due diligence and made every reasonable effort to find the current address but cannot locate this individual.
- There is no person alleged to be the father/Parent 2 of the minor.

An Affidavit in support of this Application is attached.

The Applicant will serve Notice of the Hearing on any nonconsenting parent or alleged father as the Court requires pursuant to R.C. 2717.14.

Attorney for Applicant

Applicant's Signature

Typed or Printed Name

Typed or Printed Name

Address

Address

City State Zip

City State Zip

Telephone Number (include area code)

Telephone Number (include area code)

Email Address

Email Address

Attorney Registration No. _____

PROBATE COURT OF LUCAS COUNTY, OHIO

JACK R. PUFFENBERGER, JUDGE

IN RE: CHANGE OF NAME OF _____
(Present Name)

TO _____
(Requested Name)

CASE NO. _____

**AFFIDAVIT IN SUPPORT OF
APPLICATION FOR CHANGE OF NAME OF MINOR
[R.C. 2717.06]**

State of Ohio }
County of _____ } SS
}

The undersigned, in support of the Applicant's Application for Change of Name of Minor, deposes, says, and verifies the following:

Check all that apply:

1. Applicant is the parent legal guardian legal custodian guardian ad litem of the minor;
2. The minor has been a bona fide resident of _____, County, Ohio, for at least sixty (60) days immediately prior to the filing of the Application;
3. The Application is not made for the purpose of evading any creditors or other obligations;
4. The minor has not been adjudicated a delinquent child for identity fraud;
5. The minor does not have a duty to comply with R.C. 2950.04 or R.C. 2950.041 because the minor was NOT adjudicated a delinquent child for having committed a sexually oriented offense or a child-victim-oriented offense;

Any other information relevant to the Application _____

All documentary evidence submitted with the Application is true, accurate, and complete.

Applicant

Sworn to before me and subscribed in my presence the _____ day of _____

Notary Public/Deputy Clerk

PROBATE COURT OF LUCAS COUNTY, OHIO

JACK R. PUFFENBERGER, JUDGE

IN RE: CHANGE OF NAME OF _____
(Present Name)

TO _____
(Requested Name)

CASE NO. _____

**JUDGMENT ENTRY
CHANGING NAME OF MINOR
[R.C. 2717.09]**

On _____, an Application for Change of Name of Minor was heard by this Court. The Court finds that all parties entitled to notice, e.g., legal parents, parent, father, or alleged father, either have waived notice of hearing and consented to the Application or were properly served and failed to object to the Application. The Court finds that Applicant has provided sufficient proof that the facts in the Application show reasonable and proper cause for changing the minor's name as requested.

The Court finds the minor's complete name at birth was _____. The minor's date of birth was _____, and the place of birth was

City County State

Therefore, it is **ORDERED** the name of _____
First Middle Last

be changed to _____
First Middle Last

Date

Probate Judge

CERTIFICATION OF JUDGMENT ENTRY

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

_____, **Probate Judge**

(Seal)

By: _____
Deputy Clerk

Date

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

IN RE: CHANGE OF NAME OF _____
(Present Name)

TO _____
(Requested Name)

CASE NO. _____

**JUDGMENT ENTRY SETTING HEARING AND
ORDERING NOTICE**
[R.C. 2717.08 and 2717.14]

The Court sets the Application for Change of Name in this case for hearing on _____, 20__
at _____ M.

The Court orders the Applicant to serve a Notice of Hearing in the following manner on all necessary parties who have not waived notice:

- By certified mail, return receipt requested
- By personal service
- By publication once in a newspaper of general circulation in this county at least 30 days before the hearing
- Other: _____

Applicant shall file proof of service with the Court before the hearing.

Date

Probate Judge

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

IN RE: CHANGE OF NAME OF _____
(Present Name)
TO _____
(Requested Name)
CASE NO. _____

NOTICE OF HEARING ON CHANGE OF NAME
[R.C. 2717.08 and 2717.14]

Applicant gives notice that the Applicant has filed an Application for Change of Name in this

Court requesting the change of name of _____
First Middle Last
to _____
First Middle Last

A hearing on the Application will be held on _____, 20____, at _____ o'clock ____ M.
in the Probate Court of _____, County, located at
_____.

Applicant's Signature

Typed or Printed Name

Address

City State Zip

Email Address

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.