

INSTRUCTIONS FOR CHANGE OF NAME OF A MINOR

An application may only be filed if the minor has been a resident of Hamilton County for at least **one year** prior to the filing of said application.

A **copy of the minor's birth certificate, which was certified and shown to the Court**, is required at the initial filing.

Fill in **all** blanks except Case No. and hearing dates.

A fee of \$100.00 is required at the time of filing. Please confirm the amount with the Cashier since filing fees may have changed subsequent to this publication of the instruction sheet. **This fee must be paid in cash, money order, certified check (made payable to PROBATE COURT), MasterCard, Discover, or American Express. No personal checks will be accepted.**

IMPORTANT INFORMATION ABOUT PUBLICATION: Ohio Law requires that notice of the 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. Unless you will be using the Cincinnati Court Index Press, the **NOTICE OF HEARING ON CHANGE OF NAME** will be returned to you so that you can deliver the Notice to the Cincinnati Enquirer, the Cincinnati Post or other eligible newspaper of your choosing for publication. If you choose to use the Cincinnati Court Index, you may leave the **NOTICE OF HEARING ON CHANGE OF NAME** with the Cashier and Cincinnati Court Index will pick up the notice. Regardless of the newspaper you choose, payment of the cost of such publication is your responsibility and you will receive a separate invoice for the publication costs directly from the newspaper. **If you choose to use the Cincinnati Court Index, the publication cost is \$25.00.** After publication is completed and you have paid the publication fees, the newspaper will send you a Proof of Publication and an Entry Approving Publication. **You must bring these documents with you to the hearing.**

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 additional cost and delay to you.

The forms may be obtained from the Issue Desk on the 9th floor of the Probate Court, 230 East 9th Street, Cincinnati, Ohio or by downloading the forms from the web site.

STEP 1: COMPLETE THE FOLLOWING FORMS

Application for Change of Name of Minor (21.2)

- Be sure to state the minor's full legal name (first, middle and last) and full name requested after the change of name (first, middle and last).
- You must include your reasons for seeking a change of name.
- A copy of the minor's birth certificate, which was certified and shown to the Court, is attached.
- You must complete the Name Change Application Supplemental Affidavit (21.60)

Entry Setting Hearing and Ordering Notice (21.11)

- Fill in the caption only.
- The hearing date will be assigned by the Magistrate

Notice of Hearing on Change of Name (21.5)

- Complete all the information requested, except the hearing date which will be filled in by the magistrate.
- If publishing in the Cincinnati Court Index, the cashier will keep the notice. If not, the notice will be given back to you.

Consent to Change of Name (21.4)

- One of these forms must be completed by **each** parent, if known, and filed with the Court prior to or at the time of hearing.

Notice to Parent (21.21)

- This form must be completed if a parent has failed to complete and sign the Consent to Change of Name and such parent's whereabouts is known to the Applicant.
- The Applicant must forward this Notice to the non-consenting parent by certified mail, return receipt requested not later than seven days before the hearing.
- The return receipt (green card) showing delivery must be attached to a copy of the notice and presented to the Court at the hearing. An Affidavit in Proof of Service will also be required.

STEP 2: APPROVAL OF FORMS AND SETTING OF HEARING DATE

When all forms have been completed, present them to the magistrate's assistant at the information desk on the 9th Floor of Probate Court for a magistrate to be assigned. All forms are then to be taken to a magistrate for review and setting of a hearing date.

STEP 3: FILING OF FORMS

All forms must be filed with the cashier who will assign a case number.

The cashier will retain the Application for Change of Name of Minor, Judgment Entry Setting Hearing and Ordering Notice, and the Consent to Change of Name, if applicable.

The cashier will also retain the Notice of Hearing on Change of Name if you will be using the Cincinnati Court Index.

At this time, the cashier will require the payment of the filing fee, which is currently **\$100.00**.

STEP 4: THE HEARING – WHAT TO BRING WITH YOU AND WHAT TO EXPECT

Affidavit in Proof of Publication and Entry Approving Publication

- These documents will be provided by the newspaper after the publication is completed and you have paid the publication costs to the newspaper.

Consent to Change of Name (if not previously filed) (21.4)

Notice to Parent (if sent to parent) (21.21)

- Return copy with certified mail green card attached, along with Affidavit in Proof of Service (H.C. 200.10)
- The Affidavit can be obtained at the Issue Desk prior to your hearing.

Judgment Entry – Change of Name of Minor (21.3)

- Fill in everything above the signature line for the Probate Judge.
- It is **strongly** recommended that this form be **typewritten**.
- This Entry is proof that you have legally changed your name and it is important that it be legible.

At the date and time of the hearing, you should report to the 9th floor of the Probate Court to the Magistrates' Assistant desk. **The minor child must be present.**

Give the magistrate the Judgment Entry – Change of Name of Minor, the Affidavit in Proof of Publication, and the Entry Approving Publication from the newspaper, as well as proof that the publication charge has been paid.

You should also present the Consent to Change of Name and/or Notice to Parent.

The magistrate will ask you questions regarding the application and will decide whether to grant the name change.

Assuming the application is granted, you must then file the Judgment Entry – Change of Name of Minor, the Affidavit in Proof of Publication, the Entry Approving Publication, and the Consent and/or Notice of Parent with the cashier.

If you require certified copies of the JUDGMENT ENTRY – CHANGE OF NAME OF MINOR for Social Security, school, or other purposes, the cashier will make the copies of the entry and certify the copies at a cost of \$1.10 each.

You must send a certified copy of the JUDGMENT ENTRY- CHANGE OF NAME OF MINOR to the Bureau of Vital Statistics of the State that maintains your birth record.

For births that occurred in **Ohio**, the certified copy of the Judgment Entry, along with \$21.50, should be sent to:

Bureau of Vital Statistics
246 North High Street
P.O. Box 15098
Columbus, Ohio 43215-0098
(614) 466-2531

Local Departments:

Born within city of Cincinnati limits

Cincinnati Department of Health
Division of Vital Statistics
1525 E. Elm Street
Cincinnati, Ohio 45210
(513) 352-2912

Born outside city limits but in Hamilton County

Hamilton County Department of Health
Division of Vital Statistics
250 William Howard Taft Road 2nd Floor
Cincinnati, Ohio 45219
(513) 946-7800

Born within city of St. Bernard limits

St. Bernard City Hall
110 Washington Street
St. Bernard, Ohio 45217
(513) 242-7772

Born within city of Reading limits

City of Reading Health Department
1000 Market Street
Reading, Ohio 45215
(513) 733-3725

Born within city of Norwood limits

Norwood Health Center
2059 Sherman Avenue
Norwood, Ohio 45212
(513) 458-4600