

INSTRUCTIONS FOR CHANGE OF NAME OF AN ADULT

A person desiring to file an Application for Change of Name of an Adult must have been a bona fide resident of Hamilton County for at least **one year** immediately prior to the filing of said application.

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

A fee is required at the time of filing. Current Court Costs are posted at:

<https://www.probatect.org/about/general-resources>.

Please confirm the amount with the Cashier since filing fees may have changed subsequent to the publication of this instruction sheet. **This fee must be paid in cash, money order, certified check (made payable to PROBATE COURT), MasterCard, Discover, American Express, or Visa. 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. If you use the Cincinnati Court Index Press the **NOTICE OF HEARING ON CHANGE OF NAME** will be left with the cashier and the Cincinnati Court Index Press will pick up the notice. The Cincinnati Court Index Press will be paid directly by the Court from the initial filing fees for this case. After publication is completed, the Cincinnati Court Index Press will send the Court a Proof of Publication and an Entry Approving Publication. If you choose another newspaper for publication it is your responsibility to send them the **NOTICE OF HEARING ON CHANGE OF NAME**, pay the publication cost and bring the Proof of Publication and the Entry Approving Publication with you to your 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 our Web site, <http://www.probatect.org>.

STEP 1: COMPLETE THE FOLLOWING FORMS
Application for Change of Name of Adult (Form 21.00) <ul style="list-style-type: none">- Be sure to state <u>your full legal name</u> (first, middle and last) and <u>full name requested</u> after the change of name (first, middle and last).- You must include your reasons for seeking a change of name.
Entry Setting Hearing and Ordering Notice (Form 21.01) <ul style="list-style-type: none">- Fill in the caption only.- The hearing date will be assigned by the Magistrate
Notice of Hearing on Change of Name (Form 21.50) <ul style="list-style-type: none">- Complete all the information requested, except the hearing date which will be filled in by the Magistrate.

STEP 2: Assigning of Magistrate, reviewing of forms and setting of hearing

When all forms have been completed, present them to the Magistrates’ Assistant at the information desk on the 9th Floor of Probate Court for a Magistrate to 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 Adult and Judgment Entry Setting Hearing and Ordering Notice.” If you will be using the Cincinnati Court Index, the Cashier will also retain the Notice of Hearing on Change of Name. At this time, the Cashier will require the payment of the filing fee.

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

Judgment Entry – Change of Name of Adult (Form 21.10)

- 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 is legible.

At the date and time of the hearing, you should report to the 9th floor of the Probate Court to the Information Desk. The Clerk will inform you of the courtroom number. Give the Magistrate the Judgment Entry – Change of Name of Adult. 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 Adult.

If you require certified copies of the JUDGMENT ENTRY – CHANGE OF NAME OF ADULT for Social Security, school, or other purposes, the cashier will make the copies of the entry and certify the copies for a nominal cost. You must send a certified copy of the JUDGMENT ENTRY- CHANGE OF NAME OF ADULT to the Bureau of Vital Statistics of the State that maintains your birth record.

If you would like to obtain a new birth certificate and were born in Ohio, send the certified copy of the Judgment Entry along with a fee (contact Vital Statistics to see what the current cost is) 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 within City of St. Bernard limits

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

Born within City of Norwood limits

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

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 Reading limits

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