

INSTRUCTIONS TO CONFORM LEGAL NAME OF AN ADULT

A person desiring to file an Application to Conform Legal Name of an Adult must have been a bona fide resident of Hamilton County for at least **60 days** immediately prior to the filing of said application.

You must present a certified copy of the adult's birth certificate at the time of the Application as well as proof and support documentation showing the name that the applicant has been using.

The support documentation **must** include an Official Identity Document (e.g., Driver's License, passport, social security card, Medicaid/Medicare Card, Military ID, certified copy of Marriage License, etc.). The conformed name must be one of the names used on at least one Official Identity Document.

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

This Application can not be used to correct the birth record.

A fee is required at the time of filing. Current Court Costs are posted at: <https://www.probatect.org/about/general-resources>.

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.

The forms may be obtained from the Information 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 to Conform Legal Name of Adult (Form 21.7)

- Be sure to state applicant's present name (first, middle and last) that has a misspelling, inconsistency, or other error of the applicant's legal name on an official identity document.
- State the applicant's full legal name (first, middle, last) at time of birth.
- Be sure to check each official identifying document that contains a misspelling, inconsistency, or other error of the applicant's legal name.
- State the official identity document that contains a misspelling, inconsistency, or other error that is to be Conformed.
- State the name that needs conformed on this document along with the Conformed Legal Name that should be listed on this official identity document.

Affidavit in Support of Application (Form 21.07)

- Be sure to have it notarized or sign it in front of a clerk at the Court.

Entry Dispensing with hearing (Form 121.12)

- Complete this form if no hearing is required.

Judgment Entry – Conform Name of Adult (Form 21.8)

- 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 conformed your name and it is important that it be legible.

IF A HEARING IS REQUIRED, COMPLETE THE FOLLOWING EXTRA FORM

Entry Setting Hearing on Application to Conform Name (Form 121.11)

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

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

STEP 3: FILING OF FORMS

All forms must be filed with the Cashier who will assign a case number. At this time, the Cashier will require the payment of the filing fee.

STEP 4: THE HEARING (IF REQUIRED) – WHAT TO BRING WITH YOU AND WHAT TO EXPECT

Judgment Entry – Conform Name of Adult (Form 21.8)

- 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 – Conform Name of Adult. The Magistrate will ask you questions regarding the application and will decide whether to grant the conformed name. Assuming the application is granted, you must then file the Judgment Entry – Conform Name of Adult.

If you require certified copies of the JUDGMENT ENTRY – CONFORM 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.