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 <u>60 days</u> 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 <u>must</u> 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 <u>all</u> 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: <u>https://www.probatect.org/about/general-resources</u>.

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 <u>applicant's present name (first, middle and last)</u> 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.

Judgement 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.

IN RE: THE NAME OF ______(Present Name)

TO ______ (Requested Conformed Legal Name)

CASE NO.

APPLICATION TO CONFORM LEGAL NAME OF ADULT (R.C. 2717.04 AND 2717.05)

Applicant is an adult and has been a bona fide resident of this county for at least 60 days immediately before filing this application.

Applicant states that a misspelling, inconsistency, or other error of Applicant's legal name exists on one or more of his or her official identity documents, which causes discrepancy in Applicant's chain of identity. This Application provides the necessary information to explain the misspelling, inconsistency, or other error and the corrections needed to conform Applicant's legal name on all official identity documents.

Applicant's Information:

Present Name:	
Address: Marital Status: □ Never Married □ Married □	Widowed Divorced Deparated
Name at Birth:	
Date of Birth:	
State where birth record was issued:	
The following official identify documents(s) contai all that apply]	n a misspelling, inconsistent, or other error: [Check
Driver's License	Marriage Record
Divorce Decree	State-issued Identification Card
☐ Passport	Social Security Card
□ Other	

The misspelling, inconsistency, or other error on the official identity document(s) marked above is described below:

		CASE NO.		
Official Identity document:				
Name that needs conformed on this d	locument:			
Conformed legal name that should be	e stated on this do	ocument:		
Official Identity document:				
Name that needs conformed on this d	locument:			
Conformed legal name that should be	e stated on this do	ocument:		
Requested conformed legal name:	First	Middlo	Last	
□ Check this box if more than two offi separate page.				nation on a
Applicant is one and the same person name discrepancy. But for the misspe be any discrepancy in Applicant's cha	elling, inconsisten			
An Affidavit in support of this Applicat	ion is attached.			
All of the documentary evidence requi	ired by Local Rule	e or court order also a	accompanies this A	Application.
Applicant requests the Court to issue described in this Application.	an order conform	iing Applicant's legal r	name in the manne	er
Applicant acknowledges this application	on will not be use	ed to correct the birth i	record.	
Attorney for Applicant		Applicant's Signa	ature	
Typed or Printed Name		Type or Printed N	Name	
Address		Address		
City State	Zip	City	State	Zip
Telephone Number (including area code)		Telephone Num	per (including area coo	le)
Email Address		Email Address		
Attorney Registration No				

IN RE: CHANGE OF NAME OF _____

CASE NO. _____

TO ______ (Requested Conformed Legal Name)

(Present Legal Name)

AFFIDAVIT IN SUPPORT OF APPLICATION TO CONFORM LEGAL NAME OF ADULT [R.C. 2717.06]

}ss

State of Ohio

County of Hamilton

The undersigned, in support of the Applicant's Application to Conform Legal Name of Adult, deposes, says, and verifies the following:

Check all that apply:

- 1. Applicant has been a bona fide resident of this county for a period of at least sixty (60);
- 2. The Application is not being made for the purpose of evading any creditors or other obligations;
- 3. Applicant is not a debtor in any currently pending bankruptcy proceedings;
- 4. All documentary evidence submitted with the Application is true, accurate, and complete.

The Applicant certifies under penalty of perjury that the statements in this Affidavit are accurate and complete.

Date

Applicant

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

Notary Public / Deputy Clerk

Typed or Printed Name

Commission Expiration Date

IN THE MATTER OF ______(Legal Name)

CASE NO._____

ENTRY SETTING HEARING ON APPLICATION TO CONFORM/CHANGE LEGAL NAME (NO PUBLICATION REQUIRED)

The Application to Conform/Change Legal Name filed by				,
is hereby set for hearing on the day of		,	at	
o'clockM in Room before Magistrate				,
Hamilton County Probate Court,th Floor, 230 E.	Ninth	Street,	Cincinnati,	Ohio
45202.				

Ralph Winkler, Probate Judge

TO ______(Name Requested)

CASE NO._____

ENTRY DISPENSING WITH HEARING **ON APPLICATION TO CHANGE OR CONFORM NAME**

The Court orders a hearing be dispensed with in this matter.

Ralph Winkler, Probate Judge

IN RE: THE NAME OF _____

CASE NO.

TO ______ (Requested Conformed Legal Name)

(Present Name)

JUDGMENT ENTRY CONFORMING LEGAL NAME OF ADULT [R.C. 2717.10]

_____, on an Application to This matter came before the Court for hearing on Conform Legal Name of Adult. The Court finds there is sufficient proof that a misspelling, inconsistency, or other error of the Applicant's legal name exists on the official identity document indicated below, and that reasonable and proper cause exists for issuing this order to resolve the discrepancy and to conform the Applicant's legal name.

Official identify document that requires conformity of misspelling, inconsistency, or other error:

Driver's License	Marriage Record
Divorce Decree	State-issued Identification Card
☐ Passport	Social Security Card
☐ Other	
that people conformed on decument(a);	

Name that needs conformed on document(s):

Conformed legal name to be stated on the document(s):

The Court finds that, despite the name discrepancy, this official identity document identifies one and the same person. Therefore, the Court order that Applicant's name on this official identity document is deemed conformed as stated above to be consistent with Applicant's other official identity document(s).

The Court further Orders that Applicant's conformed legal name is:

_	_	_	
F	iı	ſS	t

Middle

Last

This Order shall not be used to correct the birth record.

CERTIFICATION OF JUDGMENT ENTRY

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

Ralph Winkler, Probate Judge

(Seal)

Date

By: Deputy Clerk