

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.

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 121.00)

- Be sure to state your full legal name (first, middle and last) and full name requested after the name is conformed (first, middle and last).
- **If applicant is currently using a married name** include first, middle, maiden and married names. Ex. Jane Doe Smith (maiden) Jones (married)
- You must include your reasons for seeking a conformed name.

Affidavit in Support of Application (Form 121.60)

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

Entry Dispensing with hearing (Form 121.11)

- Complete this form if no hearing is required.

Judgement Entry – Conform Name of Adult (Form 121.50)

- 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

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 if required).

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 121.50)

- 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. You must send a certified copy of the JUDGMENT ENTRY- CONFORM 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

OBTAINING THE AMENDED BIRTH RECORD

The court will be submitting your paperwork directly to the Bureau of Vital Statistics (ODH/VS) for processing. Once the court paperwork has been received by our office, it will take approximately **three to four** weeks to amend your certificate and have it available for purchasing.

FOR NAME CHANGES OR CONFORMED NAMES: You will need to send a certified copy of the entry approving the name change to Bureau of Vital Statistics (ODH/VS) for processing. Please DO NOT send applications for amended certificates with money/payment with your court paperwork. Please allow time to process the corrections to make the request.

Below are the three ways that a certificate can be purchased. Please do not place an order for a certificate if you have not allowed at least 30 days for processing. You can confirm if the change has been completed by calling the Vital Statistics **Customer Service** line at 614-466-2531 prior to placing your order.

Local Health Department

A birth certificate can be purchased from any local health department for persons born in Ohio. It is not restricted to where the birth occurred. Below is the information for the local health department(s) in your county. Please contact the office directly to verify how an order can be placed, the cost and whether the office is available for same day service. Certificates will be available for issuance after allowing 30 days for processing.

Hamilton County General Health Dist 250 William Howard Taft Rd, 2 nd Floor Cincinnati, OH 45219 Phone: (513) 946-7800	Cincinnati Health Dept., Office of Vital Records 1525 Elm St., 4 th Floor Cincinnati, OH 45202 Phone: (513) 352-3120	Norwood City Health Department 2059 Sherman Ave Norwood, OH 45212 Phone: (513) 458-4600
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Online

Ordering a birth record through the ODH/VS online portal is the fastest way to obtain a certificate. Most orders are filled within five business days and go out first class mail. Each certificate is \$21.50 and can be ordered using credit card. Please go to the following website to place your order after allowing 30 days for processing.

<https://odhgateway.odh.ohio.gov/OrderBirthCertificates/>

Via Mail – USPS

Customers can also apply for a new certificate via mail. These requests go directly to the ODH/VS office and take approximately two to three weeks to fulfill. Applications should not be sent until four weeks after the paperwork was mailed by the court. A check or money order can be made payable to “Treasurer, State of Ohio” for \$21.50 for each birth certificate requested. Applications can be found online at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/vital-statistics/How-to-Order-Certificates> and can be mailed to the address below with the appropriate payment for copies.

Ohio Department of Health
Bureau of Vital Statistics
P.O. Box 15098
Columbus, Ohio 43215-0098

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

IN RE: CONFORMING LEGAL NAME OF _____
(Legal Name)

CASE NO. _____

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

Applicant states that the applicant has been a bona fide resident of Hamilton County, Ohio for at least 60 days prior to the filing of this application.

The applicant requests an order to conform the applicant's legal name on an official identity document because of the following misspelling, inconsistency or other error described as follows:

(Copies of the non-conforming documents are attached).

Because of the forgoing, applicant requests that the name of

_____ be changed to _____

to conform the name on all official identity documents.

Attorney for Applicant

Typed or Printed Name

Address

City State Zip

Phone Number (include area code)

Attorney Registration No. _____

Applicant

Typed or Printed Name

Address

City State Zip

Phone Number (include area code)

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

IN RE: _____
(Legal Name)

CASE NO. _____

**AFFIDAVIT IN SUPPORT OF APPLICATION
TO CHANGE OR CONFORM NAME**

[R.C. 2717.06]

_____ (applicant) being first duly sworn and cautioned states that the following is true as he/she verily believes:

1. I / the minor have been a resident of Hamilton County, Ohio for at least 60 days prior the filing of the application;
2. The application is not being made for the purpose of evading any creditors or other obligations;
3. I / the minor is not a debtor in any currently pending bankruptcy proceedings;
4. That all documentary evidence submitted with the application is true, accurate and complete;
5. I have not / the minor has not been convicted of, pleaded guilty to, or been adjudicated a delinquent child for committing identity fraud, a violation of 2913.49 of the Ohio Revised Code (unless reversed on appeal) and does not have a duty to comply with section 2950.04 or 2950.041 of the Revised Code because the applicant was convicted of, pleaded guilty for or was adjudicated a delinquent child for having committed sexually oriented offense or a child victim oriented offense.

Applicant

Sworn to before me and signed in my presence this _____ day of _____, _____.

Notary Public / Deputy Clerk

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

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

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

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 file _____,
is hereby set for hearing on the ____ day of _____, ____ at ____
o'clock ____.M in Room _____ before Magistrate _____,
Hamilton County Probate Court, ____th Floor, 230 E. Ninth Street, Cincinnati, Ohio
45202.

Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE**

IN RE: CONFORMING LEGAL NAME OF _____
(Legal Name)
CASE NO. _____

**JUDGMENT ENTRY – CONFORM NAME OF ADULT
(R.C 2717.10)**

On _____, an application to conform name was heard by this Court. The Court finds that a misspelling, inconsistency or other discrepancy exists with the applicant's name on Official Identity Document(s). The Court further finds that reasonable and proper cause exists for conforming the name.

The Court finds that the applicant's date of birth is _____
and the place of birth is:

City County State

Therefore, it is **ORDERED** that the applicant's current legal name is:

and further orders that all Official Identity Documents be conformed to that name.

Ralph Winkler, Probate Judge

CERTIFICATION OF JUDGMENT ENTRY

The above Judgment Entry - Change of 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/Clerk

By: _____
Deputy Clerk

Date