

# 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 9<sup>th</sup> floor of the Probate Court, 230 East 9<sup>th</sup> 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 9<sup>th</sup> 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.

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

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  Separated

Name at Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

State where birth record was issued: \_\_\_\_\_

The following official identify documents(s) contain a misspelling, inconsistent, or other error: *[Check all that apply]*

- |   |   |
|---|---|
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Marriage Record                  |
| <input type="checkbox"/> Divorce Decree   | <input type="checkbox"/> State-issued Identification Card |
| <input type="checkbox"/> Passport         | <input type="checkbox"/> Social Security Card             |
| <input type="checkbox"/> Other _____      |   |

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

Official Identity document: \_\_\_\_\_

Name that needs conformed on this document: \_\_\_\_\_

Conformed legal name that should be stated on this document:  
\_\_\_\_\_

Official Identity document: \_\_\_\_\_

Name that needs conformed on this document: \_\_\_\_\_

Conformed legal name that should be stated on this document:  
\_\_\_\_\_

Requested conformed legal name: \_\_\_\_\_  
First Middle Last

Check this box if more than two official identity documents are affected and attach the information on a separate page.

Applicant is one and the same person referenced in each of the official identity documents, despite the name discrepancy. But for the misspelling, inconsistency, or other error identified above, there would not be any discrepancy in Applicant’s chain of identity.

An Affidavit in support of this Application is attached.

All of the documentary evidence required by Local Rule or court order also accompanies this Application.

Applicant requests the Court to issue an order conforming Applicant’s legal name in the manner described in this Application.

Applicant acknowledges this application will not be used to correct the birth record.

\_\_\_\_\_  
Attorney for Applicant

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Type or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number (including area code)

\_\_\_\_\_  
Telephone Number (including area code)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

Attorney Registration No. \_\_\_\_\_



**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 filed by \_\_\_\_\_,  
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: 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

