

## INSTRUCTIONS TO CONFORM LEGAL NAME OF A MINOR

An application may only be filed if the minor has been a resident of Hamilton County for at least **60 days** prior to the filing of said application.

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

The support documentation **must** include an Official Identity Document (e.g., Passport, Social Security Card, etc.). The conformed name must be one of the names used on at least one of the Official Identity Document.

Fill in **all** blanks except Case No. and hearing dates (if required).

**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.**

**IMPORTANT INFORMATION ABOUT PUBLICATION:** Beginning August 17, 2021, Ohio Law no longer requires that applications to Change or Conform Name be set for formal hearing. However, a hearing may still be required in the Court's discretion. If a hearing is requested by the Court, the application will be set for hearing at a future date and publication of notice may be required in a newspaper of general circulation in the County at least thirty (30) days before the hearing on the application. Otherwise, the application will be considered by the Magistrate who reviews the documents.

If publication is required, you will use the **NOTICE OF HEARING** 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 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 Minor (Form 21.9)

- 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 21.09)

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

## Consent to Conform Legal Name Of Minor (Form 21.13)

- As long as both parents sign the Consent to the name change, there is no requirement for a hearing.
- One of these forms must be completed by each parent and filed with the Court prior to or at the time of hearing.

## Entry Dispensing with hearing (Form 121.12)

- Complete this form if both parents have signed the Consent to Conform Legal Name Of Minor at the time the application was presented and no hearing is required.

## Judgement Entry To Conform Name Of Minor (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 conformed your name and it is important that it be legible.

**IF ONE OF THE PARENTS IS UNABLE OR UNWILLING TO SIGN THE CONSENT OR A HEARING IS REQUIRED, COMPLETE THE FOLLOWING EXTRA FORMS**

## Entry Setting Hearing on Application to Conform Legal Name (Form 21.11)

- Complete this form if a hearing is needed because a parent did not sign the consent and no publication is required because there is an address for that parent, to send certified mail notice of the hearing date.

## Notice to Parent (Form 21.21)

- This form must be completed if a parent has failed to complete and sign the Consent to Conform Name.
- The Applicant must forward this Notice to the non-consenting parent by certified mail, return receipt requested not later than seven days before the hearing.
- The return receipt (green card) showing delivery must be attached to a copy of the notice and presented to the Court at the hearing. An Affidavit in Proof of Service will also be required (Form 200.10).
- If the certified mail comes back to you "Unclaimed", you must mail a copy of the Notice to Parent form to the parent by ordinary mail. Make a note of what date you mailed the Notice by ordinary mail, you will need this date for the hearing.

<p>Entry Setting Hearing and Ordering Notice (Form 21.11)</p> <ul style="list-style-type: none"> <li>- This form is needed when the whereabouts of a parent are unknown and there is a publication requirement to fulfill notice on that parent.</li> <li>- Fill in the caption only.</li> <li>- The hearing date will be assigned by the Magistrate</li> </ul>
<p>Notice of Hearing on Conform of Name (Form 21.12)</p> <ul style="list-style-type: none"> <li>- Complete all the information requested, except the hearing date which will be filled in by the Magistrate.</li> <li>- Complete the name and last known address of the necessary person whose address is unknown.</li> <li>- If publishing in the Cincinnati Court Index Press, the Cashier will keep the notice. If not, the notice will be given back to you. You will be responsible for delivering the Notice form to the newspaper that you have selected to complete the publication.</li> </ul>
<p>Affidavit for Unknown address of a parent (Form 116.40)</p> <ul style="list-style-type: none"> <li>- This form must be completed if the address of one of the parents is unknown and service of the hearing date cannot be provided.</li> </ul>
<p><b>STEP 2: APPROVAL OF FORMS AND SETTING OF HEARING DATE</b></p>
<p>When all forms have been completed, present them to the Information Desk on the 9<sup>th</sup> Floor of Probate Court for a Magistrate to review (and setting of a hearing date if required).</p>
<p><b>STEP 3: FILING OF FORMS</b></p>
<p>All forms must be filed with the Cashier who will assign a case number. If publication is required, the cashier will retain the Application to Conform Legal Name of Minor, Judgment Entry Setting Hearing and Ordering Notice, and the Consent to Conform Name, if applicable. The Cashier will also retain the Notice of Hearing on Conform Name if you will be using the Cincinnati Court Index Press. At this time, the Cashier will require the payment of the filing fee.</p>
<p><b>STEP 4: THE HEARING (If Required) – WHAT TO BRING WITH YOU AND WHAT TO EXPECT</b></p>
<p>Consent to Conform Name (if not previously filed) (Form 21.40)</p>
<p>Notice to Parent (if sent to parent) (Form 21.21)</p> <ul style="list-style-type: none"> <li>- Return copy with certified mail green card attached, along with Affidavit in Proof of Service (H.C. Form 200.10)</li> <li>- The Affidavit can be obtained at the Information Desk prior to your hearing.</li> </ul>
<p>Judgment Entry – Conform Name of Minor (Form 21.10)</p> <ul style="list-style-type: none"> <li>- Fill in everything above the signature line for the Probate Judge.</li> <li>- It is <u>strongly</u> recommended that this form be <u>typewritten</u>.</li> <li>- This Entry is proof that you have legally changed your name and it is important that it be legible.</li> </ul>
<p>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. <b><u>The minor child must be present.</u></b> Give the Magistrate the Judgment Entry – Conform Name of Minor. You should also present the Consent to Conform Name and/or Notice to Parent. 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 Minor, and the Consent and/or Notice of Parent with the Cashier.</p>
<p>If you require certified copies of the JUDGMENT ENTRY – CONFORM NAME OF MINOR for Social Security, school, or other purposes, the cashier will make the copies of the entry and certify the copies at a nominal cost.</p>

**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 MINOR**

[R.C. 2717.04, 2717.05, and 2717.13]

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

The minor has been a bona fide resident of this county for at least 60 days immediately before filing this Application.

Minor's Information:

Present name: \_\_\_\_\_

Address: \_\_\_\_\_

Name at birth: \_\_\_\_\_

Date of birth: \_\_\_\_\_

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

Applicant's relationship to the minor is:

Parent    Legal Guardian    Legal Custodian    Guardian ad Litem

The name and address of Parent 1 of the minor is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

The Waiver of Notice of Hearing and Consent of Parent 1 accompanies this Application.

Applicant states that the address of Parent 1 is unknown. Applicant has exercised all due diligence and made every reasonable effort to find the current address but cannot locate this individual.

The name and address of  Parent 2 or  the alleged father of the minor is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

- The Waiver of Notice of Hearing and Consent of Parent 2 or the alleged father accompanies this Application.
- Applicant states that the address of Parent 2 or the alleged father is unknown. Applicant has exercised all due diligence and made every reasonable effort to find the current address but cannot locate this individual.
- There is no person alleged to be the father of the minor.

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

- Social Security Card
- Driver's License
- Passport
- State-issued Identification Card
- Other \_\_\_\_\_

The misspelling, inconsistency, or other error on the official identity documents 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.

The minor 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 the minor'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.

The Applicant will serve Notice of the Hearing on any nonconsenting parent or alleged father as the Court requires pursuant to R.C. 2717.14.

Applicant requests the Court to issue an order conforming the minor's legal name in the manner described in this Application so the minor's legal name and chain of identity are consistent on all of his or her official identity documents.

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

\_\_\_\_\_  
Applicant's Signature

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

\_\_\_\_\_  
Typed 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 RE: THE NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Requested Conformed Legal Name)

CASE NO. \_\_\_\_\_

**CONSENT TO NAME CONFORMITY**  
[R.C. 2717.14]

The undersigned \_\_\_\_\_

[ check one of the following 2 capacities by which your consent is given]

Parent

Alleged Father

Hereby waives notice of the hearing on the Application to Conform Legal Name and consents to the conformed legal name of:

\_\_\_\_\_

to \_\_\_\_\_

as proposed in the Application.

\_\_\_\_\_

Sworn to before me and signed in my presence this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public



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

IN RE: THE NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Requested Conformed Legal Name)

CASE NO. \_\_\_\_\_

**CONSENT TO NAME CONFORMITY**  
[R.C. 2717.14]

The undersigned \_\_\_\_\_

[ check one of the following 2 capacities by which your consent is given]

Parent

Alleged Father

Hereby waives notice of the hearing on the Application to Conform Legal Name and consents to the conformed legal name of:

\_\_\_\_\_

to \_\_\_\_\_

as proposed in the Application.

\_\_\_\_\_

Sworn to before me and signed in my presence this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public

**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 RE: THE NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Requested Conformed Legal Name)

CASE NO. \_\_\_\_\_

**JUDGMENT ENTRY CONFIRMING LEGAL NAME OF MINOR**  
**[R.C. 2717.10]**

This matter came before the Court for consideration of an Application to Conform Legal Name of Minor. Upon review of all the evidence presented, the Court finds there is sufficient proof that a misspelling, inconsistency, or other error of the minor'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 minor's legal name.

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

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

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 as the other official identity documents. Therefore, the Court order that minor's name on this official identity document is conformed as stated above to be consistent with minor's other official identity document(s).

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

\_\_\_\_\_  
First Middle Last

It is so ordered.

**CERTIFICATION OF JUDGMENT ENTRY**

The above Judgment Entry Confirming Legal Name of Minor 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

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

**IN RE: CHANGE OF NAME OF** \_\_\_\_\_  
(Legal Name)  
**TO** \_\_\_\_\_  
(Name Requested)  
**CASE NO.** \_\_\_\_\_

**NOTICE TO PARENT**

To: \_\_\_\_\_

You, as the living parent of \_\_\_\_\_, a minor, are hereby notified that on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, an application was filed on behalf of said minor, to  change  conform the minor's name from \_\_\_\_\_  
to \_\_\_\_\_.

The matter has been set for hearing on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_.M. in Room \_\_\_\_\_, in the Hamilton County Probate Court, in the William Howard Taft Center, 230 East Ninth Street, Cincinnati, Ohio 45202-2145, before Magistrate \_\_\_\_\_.

\_\_\_\_\_  
Applicant

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

IN RE: THE NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Requested Conformed Legal Name)

CASE NO. \_\_\_\_\_

**JUDGMENT ENTRY SETTING HEARING AND ORDERING NOTICE**  
[R.C. 2717.08 and 2717.14]

The Court sets the Application for Change of Name in this case for hearing on  
\_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ M.

The Court orders the Applicant to serve a Notice of Hearing in the following manner on all necessary parties who have not waived notice;

- By certified mail, return receipt requested
- By personal service
- By publication once in a newspaper of general circulation in this county at least 30 days before the hearing.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant must file proof of service with the Court before the hearing.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ralph Winkler, Probate Judge

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

IN RE: THE NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Requested Conformed Legal Name)

CASE NO. \_\_\_\_\_

**NOTICE OF HEARING ON CONFORMING LEGAL NAME**  
[R.C. 2717.08 and 2717.14]

Applicant gives notice that the Applicant has filed an Application to Conform Legal Name in this Court requesting the Court resolve discrepancies in the legal name of

\_\_\_\_\_  
First Middle Last

A hearing on the Application will be held on \_\_\_\_\_, 20\_\_\_\_ at  
\_\_\_\_\_M in the Probate Court of Hamilton County, Ohio located at 230  
East 9<sup>th</sup> Street, Cincinnati, Ohio 45202.

\_\_\_\_\_  
Applicant's Signature

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

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Email

Note to Publisher: The above legal notice including the caption is to be published once in its entirety. Costs are to be paid by applicant and Affidavit of Publication is to be furnished to applicant.

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

IN THE MATTER OF \_\_\_\_\_, MINOR  
(Legal Name)

CASE NO. \_\_\_\_\_

**AFFIDAVIT FOR UNKNOWN ADDRESS OF A PARENT**

STATE OF OHIO, COUNTY OF HAMILTON, SS.

The undersigned, being first duly cautioned and sworn, deposes and says that the address of \_\_\_\_\_ is unknown and cannot be ascertained with reasonable diligence and that \_\_\_\_\_ is free from disability other than minority.

Affiant has attempted to locate \_\_\_\_\_

**[check whichever apply]:**

- Mailed correspondence to the last known address that was returned undeliverable.
- Personally went to the last known address and verified that he/she no longer lived at said address.
- Contacted relative(s).
- Contacted friend(s).
- Contacted current employer or last employer.
- Contacted his/her doctor's or dentist's office.
- Contacted CSEA (Child Support Enforcement Agency)
- Other \_\_\_\_\_

\_\_\_\_\_  
Affiant

Sworn to before me and in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public