

INSTRUCTIONS FOR CHANGE OF NAME OF A MINOR

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

You must present a certified copy of the minor's birth certificate at the time the Application to Change Name is filed.

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>.

Please confirm the amount with the Cashier since filing fees may have changed subsequent to this publication of the instruction sheet. **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: Ohio Law requires that notice of the application shall be given once by publication in a newspaper of general circulation in the County at least thirty (30) days before the hearing on the application. The **NOTICE OF HEARING ON CHANGE OF NAME** is 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 Issue 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 for Change of Name of Minor (Form 21.20) <ul style="list-style-type: none">- Be sure to state <u>the minor's full legal name</u> (first, middle and last) and <u>full name requested</u> after the change of name (first, middle and last).- You must include your reasons for seeking a change of name.- A copy of the minor's birth certificate, which was certified and shown to the Court, is attached.
Entry Setting Hearing and Ordering Notice (Form 21.11) <ul style="list-style-type: none">- Fill in the caption only.- The hearing date will be assigned by the Magistrate

Notice of Hearing on Change of Name (Form 21.50)

- Complete all the information requested, except the hearing date which will be filled in by the Magistrate.
- If publishing in the Cincinnati Court Index Press, the Cashier will keep the notice. If not, the notice will be given back to you.

Consent to Change of Name (Form 21.40)

- One of these forms must be completed by **each** parent and filed with the Court prior to or at the time of hearing.

Notice to Parent (Form 21.21)

- This form must be completed if a parent has failed to complete and sign the Consent to Change of 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.

STEP 2: APPROVAL OF FORMS AND SETTING OF HEARING DATE

When all forms have been completed, present them to the Information Desk on the 9th Floor of Probate Court for a Magistrate to review and setting of a hearing date.

STEP 3: FILING OF FORMS

All forms must be filed with the Cashier who will assign a case number. The cashier will retain the Application for Change of Name of Minor, Judgment Entry Setting Hearing and Ordering Notice, and the Consent to Change of Name, if applicable. The Cashier will also retain the Notice of Hearing on Change of Name if you will be using the Cincinnati Court Index Press. At this time, the Cashier will require the payment of the filing fee.

STEP 4: THE HEARING – WHAT TO BRING WITH YOU AND WHAT TO EXPECT

Consent to Change of Name (if not previously filed) (Form 21.40)

Notice to Parent (if sent to parent) (Form 21.21)

- Return copy with certified mail green card attached, along with Affidavit in Proof of Service (H.C. Form 200.10)
- The Affidavit can be obtained at the Information Desk prior to your hearing.

Judgment Entry – Change of Name of Minor (Form 21.30)

- 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 be 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 minor child must be present.** Give the Magistrate the Judgment Entry – Change of Name of Minor. You should also present the Consent to Change of Name and/or Notice to Parent. The Magistrate will ask you questions regarding the application and will decide whether to grant the name change. Assuming the application is granted, you must then file the Judgment Entry – Change of Name of Minor, and the Consent and/or Notice of Parent with the Cashier.

If you require certified copies of the JUDGMENT ENTRY – CHANGE OF 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. You must send a certified copy of the JUDGMENT ENTRY- CHANGE OF NAME OF MINOR to the Bureau of Vital Statistics of the State that maintains the birth record.

For births that occurred in **Ohio**, the certified copy of the Judgment Entry should be mailed 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 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 St. Bernard limits

St. Bernard City Hall
110 Washington Street
St. Bernard, Ohio 45217
(513) 242-7772

Born within City of Reading limits

City of Reading Health Department
1000 Market Street
Reading, Ohio 45215
(513) 733-3725

Born within City of Norwood limits

Norwood Health Center
2059 Sherman Avenue
Norwood, Ohio 45212
(513) 458-4600

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: 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 452020 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: CHANGE OF NAME OF _____
(Present Name)
TO _____
(Name Requested)
CASE NO. _____

**APPLICATION FOR CHANGE OF NAME OF MINOR
[R.C. 2717.01]**

The applicant states that the applicant is the parent legal guardian guardian ad litem of the minor and that the minor has been a bona fide resident of _____ County, Ohio, for at least one year prior to the filing of this application.

A copy of the minor's birth certificate which was certified and shown to the Court is attached.

The applicant states that the name and address of parent 1 of the minor is:

Name

Address

City State Zip

and the name and address of parent 1 parent 2 or alleged father of the minor is:

Name

Address

City State Zip

Applicant states that the address of the parent 1 parent 2 or alleged father is unknown and cannot with reasonable diligence be ascertained.

There is no person alleged to be the father of said minor.

The applicant states that the person for whom a change of name is being requested

- 1) _____ has has not been convicted of, pleaded guilty to, or been adjudicated a
initials delinquent child for identity fraud.

- 2) _____ has a has no duty to comply with R.C. 2950.04 or R.C. 2950.041 because
initials the applicant was convicted of, plead guilty to, or was adjudicated a delinquent child for having committed a sexually oriented offense or a child-victim oriented offense.

CASE NO. _____

The applicant requests a change of name of the minor from _____
to _____
for the following reason: _____

The applicant states that the applicant will cause notice of the application to be published once in a newspaper of general circulation in this county at least thirty (30) days before the hearing on this application. In addition, notice will be given by the applicant to any non-consenting parent or alleged father, whose addresses are known, by certified mail, return receipt requested.

Attorney for Applicant

Applicant's Signature

Typed or Printed Name

Typed or Printed Name

Address

Address

City State Zip

City State Zip

(____)_____
Telephone Number (include area code)

(____)_____
Telephone Number (include area code)

Attorney Registration No. _____

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

IN RE: CHANGE OF NAME OF _____
(Present Name)
TO _____
(Name Requested)
CASE NO. _____

CONSENT TO CHANGE OF NAME

The undersigned, _____

[check one of the following 3 capacities by which your consent is given]

- Mother
- Father
- Alleged Father

hereby waives notice of the hearing on the Application for Change of Name and consents to the change of name of _____
to _____
as proposed in the Application.

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

Deputy Clerk/Notary Public

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

IN RE: CHANGE OF NAME OF _____
(Present Name)
TO _____
(Name Requested)
CASE NO. _____

CONSENT TO CHANGE OF NAME

The undersigned, _____

[check one of the following 3 capacities by which your consent is given]

- Mother
- Father
- Alleged Father

hereby waives notice of the hearing on the Application for Change of Name and consents to the change of name of _____
to _____
as proposed in the Application.

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

Deputy Clerk/Notary Public

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

IN THE MATTER OF _____, MINOR

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 applies]:**

- 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 _____.

Notary Public

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

IN RE: CHANGE OF NAME OF _____
(Present 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 h ____ name
from _____
to _____

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

Applicant

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

IN RE: CHANGE OF NAME OF _____
(Present Name)
TO _____
(Name Requested)
CASE NO. _____

NOTICE OF HEARING ON CHANGE OF NAME

[R.C. 2717.01]

Applicant hereby gives notice to all interested persons and to _____,
(Necessary person whose address is unknown)
whose last known address is _____,
that the applicant has filed an Application for Change of Name in the Probate Court of Hamilton
County, Ohio requesting the change of name of _____
to _____
The hearing on the application will be held on the _____ day of _____, 20_____,
at _____ o'clock _____ M. in the Probate Court of Hamilton County, located at 230 E. Ninth
Street, Room _____, Cincinnati, Ohio.

Applicant's Signature

Typed or Printed Name

Address

City State Zip

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 an Affidavit of Publication is to be furnished to applicant.

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

IN RE: CHANGE OF NAME OF _____
(Present Name)
TO _____
(Name Requested)
CASE NO. _____

JUDGMENT ENTRY - CHANGE OF NAME OF MINOR

On _____, an application for change of name was heard by this Court. The Court finds that proper notice of the application and hearing date was given by one publication in a newspaper of general circulation in this county at least thirty days prior to the hearing on the application and proper notice was given to the legal parents, known parent, or alleged parent, as required by law. The Court further finds that reasonable and proper cause exists for changing the name and the name change is in the best interest of the child. The Court finds the minor's date of birth is _____ and the place of birth is:

City County State

Therefore, it is **ORDERED** the name of _____
be changed to _____

Ralph Winkler, Probate Judge

CERTIFICATION OF JUDGMENT ENTRY

The above Judgment Entry - Change of 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/Clerk

By: _____
Deputy Clerk

Date