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).

A fee is required at the time of filing. **Current Court Costs are posted at:** **https://www.probatect.org/about/general-resources**.

We accept cash, cashier's checks or all major credit/debit cards as payment for the fee. No personal checks or money orders 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 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
Self-Representation Form (270.01) - Sign and Complete information if you **do not** have legal representation
Application To Conform Legal Name of Minor (Form 121.20) - Be sure to state the minor's full legal name (first, middle and last) and full name requested after the name is conformed (first, middle and last).

- You must include your reasons for seeking the change.
- A copy of the minor's birth certificate, which was certified and shown to the Court, is attached, together with all other documents that need to be conformed.

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.

Consent to Conform Legal Name Of Minor (Form 21.40)
- 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 121.40)
- 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 121.11)
- 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.

Entry Setting Hearing and Ordering Notice (Form 21.11)
- This form is needed when the whereabouts of a parent are unknown and there is a publication requirement to fulfill notice on that parent.
- Fill in the caption only.
- The hearing date will be assigned by the Magistrate

Notice of Hearing on Conform of Name (Form 21.50)
- Complete all the information requested, except the hearing date which will be filled in by the Magistrate.
- Complete the name and last known address of the necessary person whose address is unknown.

- 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.

Affidavit for Unknown address of a parent (Form 116.40)

- This form must be completed if the address of one of the parents is unknown and service of the hearing date cannot be provided.

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 if required).

STEP 3: FILING OF FORMS

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.

STEP 4: THE HEARING (If Required) – WHAT TO BRING WITH YOU AND WHAT TO EXPECT

Consent to Conform 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 – Conform Name of Minor (Form 121.40)

- 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 – 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.

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. You must send a certified copy of the JUDGMENT ENTRY- CONFORM 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, along with the fee (contact Vital Statistics for the current cost), 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 45202
(513) 352-3120

Born outside city limits but in Hamilton County
Hamilton County Department of Health
Division of Vital Statistics
1701 Patricia McCollum Way
Cincinnati, Ohio 45237
(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

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 1701 Patricia McCollum Way Cincinnati, Ohio 45237 **Phone:** (513) 946-7800	Cincinnati Health Dept., Office of Vital Records 1525 Elm St., 4th Floor Cincinnati, OH 452020 **Phone:** (513) 352-3120	Norwood City Health Department 2059 Sherman Ave Norwood, OH 45212 **Phone:** (513) 458-4600

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