INSTRUCTIONS FOR CHANGE OF NAME OF AN ADULT

A person desiring to file an Application for Change of 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.

A certified copy of your birth certificate is **required** upon filing said application.

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**.

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 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 ON CHANGE OF NAME** 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 the newspaper 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 for Change of Name of Adult (Form 21.00) - Be sure to state your full legal name (first, middle and last) and full name requested after the change of name (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 change of name.
Affidavit in Support of Application (Form 21.01) - 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.

Judgement Entry - Change of Name of Adult (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 changed your name and it is important that it be legible.

IF A HEARING IS REQUIRED, COMPLETE THE FOLLOWING EXTRA FORMS

Entry Setting Hearing and Ordering Notice (Form 21.03)

- Fill in the caption only.
- The hearing date will be assigned by the Magistrate

Notice of Hearing on Change of Name (Form 21.50) – If publication is required

- Complete all the information requested, except the hearing date which will be filled in 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. If Publication is required, the Cashier will retain the "Application for Change of Name of Adult and Judgment Entry Setting Hearing and Ordering Notice." If you will be using the Cincinnati Court Index, the Cashier will also retain the Notice of Hearing on Change of Name. 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

Judgment Entry – Change of Name of Adult (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 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 – Change of Name of Adult. 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 Adult.

If you require certified copies of the JUDGMENT ENTRY – CHANGE OF 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- CHANGE OF 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 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