

**CHECKLIST**  
**CONFORMING A LEGAL NAME OF A MINOR**

These instructions are being provided as a public service of the Huron County Probate Court, and are intended as a guideline only, not as a comprehensive list of duties. The documents that you file must be typewritten and completed in their entirety.

**Filing Fee of \$115.00**

\* Additional costs may be incurred for certified mail service or publication

**Requirements**

An application to conform a legal name is a special proceeding separate from a name change. It is solely to correct misspellings, inconsistencies or errors on one or more official identity documents evidencing a person's current legal name.

You may apply for a name conformity **only** if the minor has been a Huron County resident for the past 60 days.

**The Process**

The documents listed below must be prepared by the applicant or attorney, and submitted to the Court for filing, along with the filing fee. Once the documents have been approved for filing by the Court, the Court will do one of the following:

- If **both natural parents' consent are provided**, the Court may dispense with a hearing and make a ruling on the application.
- If **both natural parents' consent are not provided**, the Court will set the application for a formal in-person hearing. The applicant and the minor will be required to appear. The non-consenting parent will be served with notice of the hearing.

The Court will issue a Judgment Entry Setting Hearing and Ordering Notice, directing how service on the non-consenting parent will be performed.

- If the non-consenting parent is to be served by certified mail, the Applicant will issue service. Proof of service must be filed with the Court at least 7 days prior to the hearing;
- In the non-consenting parent will be served by publication, personal service or other method of service pursuant to Civ. R. 73, the applicant will be responsible for taking the notice to a newspaper of general circulation in Huron County for publication, or making arrangements for other service as directed pursuant to the Judgment Entry Setting Hearing and Ordering Notice. Proof of service must be filed with the Court at least 7 days prior to the hearing.

The Court reserves the right to require additional documentation be submitted to support the name conformity, require a criminal background check, or hold a formal hearing on the application.

**Note: All paperwork must be typed.**

**You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.**

## **Initial Filing**

- Application to Conform Legal Name of Minor (Form 21.9)
- The following documents for the minor are required to be submitted with the application:
  - Certified copy of Birth Certificate
  - Driver's License/State ID Card (if any) (Court can make copy)
  - Social Security Card (Court can make copy)
  - Passport (if any) (Court can make copy)
  - Any identity document relating to the application to conform legal name
- Affidavit in Support of Application to Conform Legal Name of Minor (Form 21.09)
- Waiver of Notice of Hearing and Consent to Conform Legal Name of Minor (Form 21.12)
  - Both parents of the minor must sign this waiver to dispense with a hearing on the application

## **If Requesting the Name Conformity to be Confidential:**

The law requires very specific criteria be met in order for someone to qualify for a confidential name conformity. The applicant must provide proof that it would jeopardize the applicant's or minor's personal safety to have the name conformity on the public record. Please refer to R.C. 2717.11 to determine if you meet the requirements.

**In addition to** the forms required for *initial filing* above, the documents listed below must also be submitted, along with any required attachments. The Judge will review all of the documents and make a determination as to whether it qualifies as a confidential name conformity. If so, the Court will contact the applicant or attorney to set a hearing, if determined necessary.

- Application to Waive Publication Requirement and Seal File (Form 21.6)

**IF YOU CHOOSE TO REPRESENT YOURSELF AND USE THE COURT'S FORMS, PLEASE BE ADVISED THAT STATE LAW PROHIBITS EMPLOYEES OF HURON COUNTY PROBATE COURT FROM PROVIDING YOU WITH LEGAL ADVICE OR ASSISTING YOU IN THE SELECTION OR PREPARATION OF LEGAL FORMS. IF YOU NEED ADDITIONAL ASSISTANCE, YOU WILL NEED TO CONTACT AN ATTORNEY OF YOUR CHOOSING.**