

CHECKLIST
NAME CHANGE OF ADULT

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 \$100.00

*Additional costs may be incurred

Requirements

You may apply for a name change **only** if you have been a Huron County Resident for the past 60 days.

The Process

The documents listed below must be prepared by the applicant or an 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 review the filing for approval.

The Court reserves the right to require additional documentation be submitted to support the applicant's name change, 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 for Change of Name of Adult (Form 21.0)
- Certified Copy of Birth Certificate
- Copy of Social Security Card (Court can make copy)
- Affidavit in Support of Application for Change of Name of Adult (Form 21.01)

If Requesting the Name Change to be Confidential:

The law requires very specific criteria be met in order for someone to qualify for a confidential name change. The applicant must provide proof that it would jeopardize the applicant's personal safety to have the name change on the public record. Please refer to Ohio Revised Code section 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 change

- 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.