

**CHECKLIST**  
**CONFORMING A LEGAL NAME OF AN 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**

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 to conform a legal name **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 application to conform a legal name, 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 Adult (Form 21.7)
- The following documents are required to be submitted with the application:
  - Certified Copy of Birth Certificate
  - Driver's License/State ID Card (Court can make copy)
  - Social Security Card (Court can make copy)
  - Copy of Marriage Record (if any)
  - Copy of Divorce Decree (if any)
  - 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 Adult (Form 21.07)

**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 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.

- Motion for Confidentiality of Proceeding (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.**