

# *Huron County Probate Court*

## Rules & Procedure for a Legal Change of Name

**\*\*\* Please note: Name Change does not change name on original birth record \*\*\***

1. The applicant must be a resident of Huron County, Ohio for at least one year immediately prior to filing the application. The application must be typed.
2. Fee of **\$95.00 for an Adult Name Change and \$100.00 for a Minor Name Change** must be paid at time of filing. The Court then assigns a case number to the application and sets a hearing date and time for the application.
3. The social security card of the person for whom the change of name is requested shall be produced for inspection at the hearing.
4. When the application involves a request for the change of name of a minor child, the applicant and the child must be present for the court hearing.
5. The Notice of Hearing form is then processed by the clerk who inserts the case number and the date and time of the hearing. The applicant takes this Notice of Hearing form to the local newspaper of general circulation to be published. The publication must be accomplished one time at least thirty (30) days prior to the scheduled hearing. When publication is completed, the newspaper will provide the applicant with proof of publication. **Please provide this proof of publication with the Court one (1) week prior to the hearing date.**
6. Necessary consents must be filed before the day of the hearing. Generally, consents are necessary for a minor's name to be changed, and must come from the child's biological parents. If a parent does not consent, notice of the hearing must be given to that parent by the applicant by certified mail with return receipt. The applicant must file proof of certified mail service with the Court. If a parent's address is unknown, the applicant must file a sworn affidavit detailing reasonable efforts made to contact that parent.
6. Please provide the Court with a **self-addressed, stamped envelope** for the Notice of Hearing to be sent to you after the application has been processed.
7. The applicant must also file a **certified copy of the long form birth certificate** of the person for whom the name change is requested. This document becomes part of the record in the case.
8. In the case of a name change for an adult, letters from employers, banks, credit card companies or other affected institutions must be filed indicating an awareness of the requested change of name and any objection to this request.
9. When the Court grants the name change after the hearing, the applicant is responsible for filing a certified copy of the Judgment Entry with the Vital Statistics Department of the state of birth of the person for whom the name change was granted. This certified copy of the Judgment Entry is attached to the birth certificate at the Vital Statistics Department. There is no new birth certificate created and the name does not change on the original birth record. Additional certified copies are available for \$2.00 each. It is recommended that persons for whom name changes have been granted should also keep in a safe and convenient place a certified copy of the Judgment Entry granting the name change.