

INFORMATION REGARDING ADULT NAME CHANGE APPLICATIONS

DOCUMENTS REQUIRED to FILE:

- Application to Change Name (Adult)* ([Form 21.0](#))
(Typed applications preferred to ensure correct spelling.)
- Copy of the applicant's Birth Certificate
Non-English certificates **MUST** be accompanied by a professional translation
- Birth Certificate Information Form* (attached to Application – Form 21.0 packet)

FILING OF APPLICATION: Upon the acceptance of the above documents, together with your Application for an Adult Name Change, your Application will be assigned a Judge and Case Number. It will then be forwarded to the scheduling department where a date and time for your Court appearance will be scheduled. The hearing date is scheduled at a minimum of six (6) weeks from the date of filing to allow for PUBLICATION of your Application required by State law. The Probate Court will provide for the PUBLICATION of your Application; no action is required of you. Within 3-5 business days, you will be notified by regular U.S. Mail of the assigned Magistrate and date and time of your hearing.

If upon receiving your hearing date and time you have a scheduling conflict, please call **216-443-8979** to reschedule. The Court will make every effort to accommodate a convenient date and time for all parties concerned.

PLEASE BE PREPARED FOR YOUR HEARING: Applicants **MUST** present valid photo identification at the hearing. Bring any of the required supplemental documents, if for any reason they were not submitted at the time of initial filing. The completed **BIRTH CERTIFICATE INFORMATION FORM** should be in your file and verified with the Deputy Clerk at the time of check-in for the hearing.

PLEASE BE ADVISED: That any incorrect information or any changes made to your Application after the initial filing date, and once PUBLICATION has commenced, **MAY** delay the Court's proceedings. If your Application needs to be **AMENDED** for any reason, there may be an additional \$50.00 charge which may result in a later hearing date and republication of the **AMENDED** Application.

ADDITIONAL INFORMATION: If your Application is granted, you will receive your certified copies of the Court's Order granting your name change via regular U.S. Mail within 7-10 business days. It is your responsibility to notify any pertinent agencies of your new name. If you wish to obtain an **AMENDED OHIO BIRTH CERTIFICATE**, contact the *Bureau of Vital Statistics (Ohio Department of Health)*:

1-614-466-2531
www.odh.ohio.gov