

GETTING A COURT ORDER FOR NAME CHANGE FAIRFIELD COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name
(Adults: Forms 21.0, 21.1, 21.5, self-representation form 75.1 (if applicable), and contact information form 75.3-A)
(Minors: Forms 21.2, 21.3, 21.4, 21.5, self-representation form 75.1 (if applicable), contact information form 75.3-A, and form 102.2 (if whereabouts of one or both parents are unknown);
 - 2) Certified copy of birth certificate; and
 - 3) \$269.50 filing fee.

Note: An applicant for change of name must have lived in Fairfield County for at least a year at the time of the application. The applicant need not provide proof of residency. However, the applicant must sign the Application for Change of Name, which includes a statement that the applicant has lived in the county for at least one year immediately prior to filing the application.

Note: The Fairfield County Probate Court does not grant fee waivers for name changes. Equitas Health and TransOhio are currently working to secure financial assistance for those who need help with fees.

Note: If you believe that publication of your name change would jeopardize your personal safety, the Fairfield County Probate Court offers a special confidential name change process to those who meet certain requirements. The applicant will have to fill out the Request for Confidential Change of Name form 78.6-A and the Entry Granting Confidential Name Change form 78.6-B (in place of Notice of Hearing form 21.5).

Where to File:

You may file in person at the Fairfield County Probate Court, located at 224 E. Main St., 3rd Floor, Lancaster, OH 43130, (740) 652-7464.

Fees:

\$269.50 filing fee, payable by cash or certified check made payable to Fairfield County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial.
- The application forms may be typed or handwritten in blue ink. If handwriting, make sure it is legible. Forms must be single sided, and they may not be stapled together.

Publication:

Notice of your name change must be published one time **at least 30 days before** your hearing in the Lancaster Eagle-Gazette. The court will take care of this publication requirement for you, and the cost for this service is included in the publication fee.

Hearing:

Fairfield County Probate Court, 224 E. Main St., 3rd Floor, Lancaster, OH 43130, (740) 652-7464.

The materials available at this form or web site are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney or call the probate court to obtain advice with respect to any particular issue or problem.