

## GETTING A COURT ORDER FOR NAME CHANGE FRANKLIN COUNTY (ADULTS)

### What to File:

- You will need:
- 1) Completed Application for Change of Name (available online or at the clerk's office);
  - 2) Government-issued photo ID (ex. driver's license or state ID);
  - 3) Proof of residency (if current address in Franklin County is not listed on photo ID);
  - 4) Fees
    - Filing fee (\$128.00)
    - Publication fee (\$30.00 through The Daily Reporter or \$50 through The Columbus Dispatch)

Note: An applicant for change of name must have lived in Franklin County for at least a year at the time of the application. The applicant need only present proof of residency if the applicant's photo ID does not include a current address in Franklin County. 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 Franklin 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.

### Where to File:

You may file in person at the Franklin County Probate Court, located at 373 S. High St., 22nd Floor, Columbus, OH 43215, (614) 525-3894. You may pay the fees in person with cash, credit or debit card, or money order (no personal checks).

If you are able to pay with a credit or debit card, you may also file online instead of in person. To file online, sign up for a pro-se e-filer account and submit the required documents by following the Franklin County e-filing instructions.

### Fees:

\$128.00 filing fee, payable by cash or certified check made payable to Franklin County Probate Court.

### Tips for Filing:

- List your full middle name instead of your middle initial.
- You may either type your application or write using blue or black ink. If you are handwriting, make sure it is legible.
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### Publication:

You may choose to have the required notice published in either The Daily Reporter (\$30 fee) or The Columbus Dispatch (\$50 fee). You will pay this fee to the court, and the court will take care of this requirement for you.

### Hearing:

Franklin County Probate Court, 373 S. High St., 22nd Floor, Columbus, OH 43215, (614) 525-3894. If you wish, upon arriving for your hearing, you may tell the bailiff why you are there and ask for your case to be called last, which may provide some privacy.

*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.*