

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

### 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 \$50.00 through The Columbus Dispatch)

Note: An application may be filed on behalf of a minor by the minor's parents, legal guardian, or guardian ad litem. The applicant parent must have been a resident of Franklin County for at least one year at the time of filing. If the applicant's current address in Franklin County is not listed on their photo ID, you must provide proof of residency, such as a utility bill or rental agreement.

### 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.

### 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.
- You are required to list reasons for the minor's name change. We suggest: "The minor has been using this name for \_\_\_\_ years, and it conforms to their gender identity."

### Consent Requirement:

The law requires both living, legal parents of the minor to consent to the name change, and this consent form must be filed with the court after the application is filed. The consent form can be provided to the court either prior to or during the hearing.

If one of the minor's parents does not consent to the name change, that parent must be notified of the hearing by certified mail or through the USPS. The certified mail green card with signature of receipt must either be brought to the hearing or filed prior to the hearing. If the mail is unclaimed or not signed for, the applicant must bring the entire envelope with the green card still attached. If the notice is returned unclaimed, then the applicant must send the notice by regular mail through the USPS to the non-consenting parent and must bring proof that the regular mail was sent.

If the whereabouts of a parent are unknown, the applicant must complete the affidavit (Form 21.2E) and testify under oath that they made reasonable efforts to find the other parent. If one of the minor's parents is deceased, the applicant must provide a copy of the death certificate to the probate court.

### Publication:

You may choose to have the required notice published in either The Daily Reporter (\$30.00 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.*