

## GETTING A COURT ORDER FOR NAME CHANGE GREENE COUNTY

### What to File:

- You will need:
- 1) Completed Application for Change of Name  
(Adults: GC Forms 75.1, 75.3-A, 102.1, 102.4, and Forms 21.0, 21.5)  
(Minors: GC Forms 75.1, 75.3-A, 102.1, 102.3, 102.2 (if applicable), and Forms 21.2, 21.5, 21.4 (if applicable);
  - 2) Photo copy of birth certificate (if minor); and
  - 3) \$138 filing fee.

Note: An applicant for change of name must have lived in Greene County for at least a year at the time of the application. The applicant need not present 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 Greene 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: An applicant may seek waiver of the publication requirement and sealing of the name change file. To do so, the applicant should fill out GC Forms 78.6-A and 78.6-B instead of Form 21.5.

### Where to File:

You must file in person at the Greene County Probate Court, 45 North Detroit St., Xenia, OH 45385, (937) 562-5280.

### Fees:

\$138.00 filing fee, cash or check from a bank located in Greene County. Make check payable to Greene County Probate Court.

### Tips for Filing:

- Use your full middle name instead of your middle initial.
- The application forms **must be typed**.
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### Publication:

Upon filing, the court will set a hearing date approximately 60 days after filing and provide a Notice of Hearing. At least 30 days prior to the date of that hearing, you must publish the notice one time in a paper of general circulation in the county. Any newspaper with circulation in Greene County is acceptable, including the Xenia Gazette, the Fairborn Daily Herald, the Yellow Springs News, and the Dayton Daily News. Because of the short timeline, we recommend you visit the newspaper very soon after you file in the probate court.

To properly publish notice of your name change hearing, present the completed Form 21.5 (Notice of Hearing on Change of Name) to the newspaper. The newspaper will send proof of publication directly to the court on your behalf.

### Hearing:

Greene County Probate Court, 45 North Detroit St., Xenia, OH 45385, (937) 562-5280.

### After Name Change Granted:

Five certified copies of the entry approving the change of name will be provided. Additional certified copies of the entry approving the change of name may be obtained for \$2.00 each.

*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.*