

## GETTING A COURT ORDER FOR NAME CHANGE HAMILTON COUNTY

### What to File:

- You will need:
- 1) Completed Application for Change of Name  
(Adults: Forms 21.0, 21.01, 21.5)  
(Minors: Forms 21.2, 21.11, 21.3, 21.4, 21.21, 21.5)
  - 2) Certified copy of birth certificate; and
  - 3) \$170.00 filing fee.

Note: An applicant for change of name must have lived in Hamilton County for at least one continuous 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 Hamilton 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:

File in person at the Hamilton County Probate Court, located at 230 E. 9th St., Cincinnati, OH 45202, (513) 946-3600.

### Fees:

\$170.00 filing fee by cash, debit/credit card, or certified check or money order made payable to PROBATE COURT. No personal checks will be accepted.

### Tips for Filing:

- Use your full middle name instead of your middle initial.
- Your application **must be typed**.

### Publication:

Notice of your name change application must be published one time **at least 30 days before** your hearing in the Cincinnati Court Index Press. The Notice of Hearing on Change of Name will be left with the cashier and the Cincinnati Court Index Press will pick it up to publish it. The Court Index Press will be paid directly through the court from part of your initial application filing fee.

### Hearing:

Hamilton County Probate Court, 230 E. 9th St., Cincinnati, OH 45202, (513) 946-3600.

*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.*