

GETTING A COURT ORDER FOR NAME CHANGE HENRY COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name (Adults: Forms 21.0, 21.1, and 21.5) (Minors: Forms 21.2, 21.3, 21.4, and 21.5);
 - 2) Any type of copy of birth certificate; and
 - 3) \$153.60 filing fee.

Note: An applicant for change of name must have lived in Henry 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 Henry 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 must file in person at the Henry County Probate Court, located at 660 N. Perry St., Suite 203, Napoleon, OH 43545, (419) 592-7771.

Fees:

\$153.60 filing fee, payable by cash or check made payable to Henry County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial.
- You may either type your application or write using blue ink. If you are writing, make sure it is legible.

Publication:

Notice of your name change application must be published one time **at least 30 days before** your hearing in a newspaper of general circulation in Henry County. The court will take care of this requirement on your behalf, and the fee for this service is included in the filing fee.

Hearing:

Henry County Probate Court, 660 N. Perry St., Suite 203, Napoleon, OH 43545, (419) 592-7771.

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.