

GETTING A COURT ORDER FOR NAME CHANGE JEFFERSON COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name (Adults: Forms 21.0, 21.1, and 21.5, MAKE APPOINTMENT TO FILL OUT OFFICIAL FORMS AT THE COURT) (Minors: Forms 21.2, 21.3, 21.4, and 21.5, MAKE APPOINTMENT TO FILL OUT OFFICIAL FORMS AT THE COURT);
 - 2) Government-issued photo ID (ex. driver's license);
 - 3) Proof of residency if current Jefferson County address not on ID;
 - 4) Any type of copy of birth certificate; and
 - 5) \$146.00 filing fee.

Note: An applicant for change of name must have lived in Jefferson County for at least a year at the time of the application. Proof of residency is only required if the applicant's photo ID does not have a current address in Jefferson 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 Jefferson 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 Jefferson County Probate Court, located at 301 Market St., Steubenville, OH 43952, (740) 283-8556.

Fees:

\$146.00 filing fee, payable by cash or money order made payable to Jefferson County Probate Court.

Tips for Filing:

- Contact the court to schedule an appointment to fill out your application and pay the applicable fees.
- Use your full middle name instead of your middle initial.

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 Jefferson 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:

Jefferson County Probate Court, 301 Market St., Steubenville, OH 43952, (740) 283-8556.

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.