

GETTING A COURT ORDER FOR NAME CHANGE MERCER COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name
(Adults: pick up packet from the court)
(Minors: pick up packet from the court);
 - 2) Government-issued photo identification;
 - 3) \$81 filing fee.

Note: An applicant for change of name must have lived in Mercer County for at least a year prior to filing. Proof of residency is not required; 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 Mercer 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 should file in person at the Mercer County Probate Court, located at 101 N. Main St., Celina, Ohio 45822, (419) 586-8779.

Fees:

\$81 filing fee payable by cash, money order, check or credit card. If paying by credit card, you will likely incur an extra fee of approximately \$2.50. If paying by check or money order, make payable to the Mercer County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial.
- The application forms may be typed or handwritten in black ink. If handwriting, make sure it is legible. The court recommends that handwriting be in blue ink.

Publication:

The court will set a hearing date after you have filed your application forms. At least 30 days prior to the date of that hearing, you must publish notice of the hearing one time in the Daily Standard. This will cost \$40 and must be paid directly to the newspaper.

Once publication is complete, you must obtain proof of publication from the newspaper and provide this to the court prior to the date of your hearing. Because of the short timeline for publication, we recommend that you visit the newspaper very soon after filing in the court.

Hearing:

Mercer County Probate Court, located at 101 N. Main St., Celina, Ohio 45822, (419) 586-8779.

After Name Change Granted:

You will receive three certified copies of the entry approving the change of name will be provided. You may obtain additional certified copies of the entry approving the change of name free of charge.

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.