

GETTING A COURT ORDER FOR NAME CHANGE OTTAWA COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name
(Adults: Forms 21.0, 21.1, 21.5)
(Minors: Forms 21.2, 21.3, 21.4, 21.5);
 - 2) Birth certificate
(Adults: any form of copy)
(Minors: certified copy); and
 - 3) \$150.00 Filing fee.

Note: An applicant for change of name must have lived in Ottawa 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 Ottawa 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 Ottawa County Probate Court, located at 315 Madison St., Port Clinton, OH 43452, (419) 734-6830.

Fees:

\$150.00 filing fee payable by cash, check, or certified check made out to Ottawa County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial.
- You can either type the application or write using blue ink. If handwriting, make sure it is legible.

Publication:

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

Hearing:

Ottawa County Probate Court, 315 Madison St., Port Clinton, OH 43452, (419) 734-6830.

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.