

GETTING A COURT ORDER FOR NAME CHANGE PUTNAM 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) Certified copy of birth certificate; and
 - 3) \$104.00 filing fee (and \$57.83 publication fee.

Note: An applicant for change of name must have lived in Putnam 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 Putnam 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 Putnam County Probate Court, located at 245 E. Main St., Ottawa, OH 45875, (419) 523-3012.

Fees:

\$104.00 filing fee by cash or certified check made payable to Putnam County Probate Court.

Tips for Filing:

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

Publication:

Notice of your name change application must be published one time **at least 30 days before** your hearing. The court will send the required documents over to the newspaper on your behalf when you file your application, and the cost for this service will be \$57.83.

Hearing:

Putnam County Probate Court, 245 E. Main St., Ottawa, OH 45875, (419) 523-3012.

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.