

## GETTING A COURT ORDER FOR NAME CHANGE RICHLAND 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) \$130.00 Filing fee.

Note: An applicant for change of name must have lived in Richland 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 Richland 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 Richland County Probate Court, located at 50 Park Ave. East, Mansfield, OH 44902, (419) 774-5583.

### Fees:

\$130.00 filing fee payable by cash or certified check made out to Richland 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 one time **at least 30 days before** your hearing in a newspaper of general circulation in Richland County, such as the Madison Tribune or the Shelby Globe. The cost for this service for any of these papers will range from \$30-\$35. Once publication is complete, the newspaper will send you proof of publication. You must present this document to the court on or before your hearing. Because of the short time-frame, we recommend you visit the newspaper immediately after you file your application with the court.

### Hearing:

Richland County Probate Court, 50 Park Ave. East, Mansfield, OH 44902, (419) 774-5583. Make sure to bring your Social Security Card and a photo ID with you to the hearing.

*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.*