

GETTING A COURT ORDER FOR NAME CHANGE SCIOTO COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name
(Adults: Forms 21.0, 21.1, 21.5, 21.6 (if applicable)
(Minors: Forms 21.2, 21.3, 21.4, 21.5, 21.6 (if applicable));
 - 2) Certified copy of birth certificate; and
 - 3) \$150.00 filing fee.

Note: An applicant for change of name must have lived in Scioto 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 Scioto 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 Scioto County Probate Court, located at 602 7th St. #205, Portsmouth, OH 45662 (740) 355-8235.

Fees:

\$150.00 filing fee, payable by cash, check, or money order made payable to Scioto County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial.
- Either type application or write using ink. If you are writing, 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 the county, such as the Scioto Voice. Upon filing your application with the court, the court will give you the paperwork you will need to take to the newspaper. Once publication is complete, you must obtain proof of publication from the paper and bring it to the court on or before your hearing date. Because of the short time-frame, we recommend visiting the newspaper immediately after filing with the court.

Hearing:

Scioto County Probate Court, 602 7th St. #205, Portsmouth, OH 45662, (740) 355-8235.

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.