

GETTING A COURT ORDER FOR NAME CHANGE DELAWARE COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name (Adults: Forms 21.0, 17.10, and 17.11) (Minors, visit: <http://www.co.delaware.oh.us/COURT/probate/index.php/formsservice/namechange/minor-name-change>);
 - 2) Valid driver's license or government-issued photo ID Adults only;
 - 3) Certified copy of "book copy" of birth certificate (contains additional information beyond a regular certified copy) (this is different from a regular certified copy); and
 - 4) \$104.00 filing fee.

Note: An applicant for change of name must have lived in Delaware 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 Delaware 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.

Note: An applicant who believes publication of application information will jeopardize the applicant's personal safety may file an Application to Waive Publication Requirement and Seal File (Form 21.6).

Note: An applicant must sign the Record Check Authorization (Form 17.10) so the court may run a background check, and the Social Security Information Form (Form 17.11) certifying the applicant's number.

Where to File:

You must file in person at the Delaware County Probate Court, 140 North Sandusky St., Delaware, Ohio 43015, (740) 833-2680.

Fees:

\$104.00 filing fee, cash or check only. Make checks payable to Delaware County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial.
- The magistrate prefers typewritten application documents.

Publication:

Upon filing, the court will set a hearing date approximately 60 days after filing and provide a Notice of Hearing. At least 30 days prior to the date of that hearing, you must publish the notice one time in a paper of general circulation in the county. The court recommends either the Columbus Dispatch or the Delaware Gazette. This will cost approximately \$50. Once publication is complete, the newspaper will send a copy to you, and you will provide this to the court as proof of publication prior to the date of your hearing.

Remember: notice of your name change application must be published **at least 30 days before** your hearing. Because of this timeline, we recommend you visit the newspaper immediately after filing in the probate court.

Hearing:

Delaware County Probate Court, 140 North Sandusky St., Delaware, Ohio 43015, (740) 833-2680.

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.