Equitas Health
Care for All

GETTING A COURT ORDER FOR NAME CHANGE
GUERNSEY 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) Filing fee ($152.50 if born in OH, $141.00 if not born in OH)

Note: An applicant for change of name must have lived in Guernsey 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 Guernsey 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 Guernsey County Probate Court, located at 801 E. Wheeling Ave., Suite 203D, Cambridge, OH 43725, (740) 432-9262.

Fees:

There is a $152.50 filing fee if you were born in Ohio, and a $141.00 filing fee if you were not born in Ohio. Pay by cash or check made payable to Guernsey County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial.
- Your application **must be typed** and signed in blue or black ink.

Publication:

Notice of your name change application must be published **at least 30 days before** your hearing in The Daily Jeffersonian. The court will take care of this requirement for you when you file your application, and the cost of publication is included in the filing fee.

Hearing:

Guernsey County Probate Court, 801 E. Wheeling Ave., Suite 203D, Cambridge, OH 43725, (740) 432-9262.

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.

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