

## GETTING A COURT ORDER FOR NAME CHANGE MIAMI COUNTY

### What to File:

- You will need:
- 1) Completed Application for Change of Name  
(Adults: Forms 21.0, 21.5, Vital Statistics Informational Form (if born outside of Ohio)  
(Minors: Forms 21.2, 21.4, 21.5, 21.21, Vital Statistics Informational Form (if born outside of Ohio);
  - 2) Certified copy of birth certificate (Minors);
  - 3) Driver's license or state identification card (actual ID, not a copy); and
  - 4) \$130.00 filing fee.

Note: An applicant for change of name must have lived in Miami 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 Miami 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 may file in person at the Miami County Probate Court, 201 West Main St., Troy, Ohio 45373, (937) 440-5900.

### Fees:

\$130.00 filing fee, payable by cash or check. Make checks payable to the Miami County Probate Court.

### Tips for Filing:

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

### Publication:

The court will set a hearing date after you have filed your application forms. You will either receive this date immediately after filing or through postal mail. 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. If you choose to publish in a daily newspaper like the Piqua Daily Call or the Troy Daily News, this will cost approximately \$100. If you choose to publish in a weekly newspaper with smaller circulation like the Weekly Record Herald, this will cost approximately \$50.

Once publication is complete, you must obtain a completed "Proof of Publication" from the newspaper and provide this to the court publication prior to the date of your hearing. The Proof of Publication form is available at <http://www.co.miami.oh.us/DocumentCenter/View/1130>. Because of the short timeline for publication, we recommend that you visit the newspaper very soon after filing in the probate court.

### Hearing:

Miami County Probate Court, 201 West Main St., Troy, Ohio 45373, (937) 440-5900.

### After Name Change Granted:

Two certified copies of the entry approving the change of name will be provided. Additional certified copies of the entry approving the change of name may be obtained for \$1.05 each.

*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.*