

## GETTING A COURT ORDER FOR NAME CHANGE PICKAWAY 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) Any type of copy of birth certificate; and
  - 3) \$89.00 Filing fee.

Note: An applicant for change of name must have lived in Pickaway 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 Pickaway 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 Pickaway County Probate Court, located at 207 South Court St., Circleville, OH 43113, (740) 474-3950.

### Fees:

\$89.00 filing fee payable by cash, check, or certified check made out to Pickaway 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 the Circleville Herald. The cost for this service will range from \$45.00-\$65.00. Once publication is complete, you must obtain proof of publication from the paper and present it to the court on or before the date of your hearing. Because of the short time-frame, we suggest you visit the newspaper immediately after filing your application with the court.

### Hearing:

Pickaway County Probate Court, 207 South Court St., Circleville, OH 43113, (740) 474-3950.

*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.*