

## GETTING A COURT ORDER FOR NAME CHANGE SHELBY COUNTY

### What to File:

- You will need:
- 1) Completed Application for Change of Name (Adults: Forms 21.0, 21.5, and 21.6 (if applicable)) (Minors: Forms 21.2, 21.4, 21.5, 21.21, and 21.6 (if applicable));
  - 2) Copy (certified or photocopy) of birth certificate; and
  - 3) \$250.00 filing fee deposit.

Note: An applicant for change of name must have lived in Shelby 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 Shelby 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 Shelby County Probate Court, 100 E. Court St., 2nd floor, Sidney, OH 45365, (937) 498-7263.

### Fees:

Deposit of \$250.00, payable by cash or check. Make checks payable to the Shelby 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. The probate court will take care of this requirement on your behalf. The \$200 deposit should cover this cost. If there are additional fees, you will be required to pay the probate court at that time.

### Hearing:

Shelby County Probate Court, 100 E. Court St., 2nd floor, Sidney, OH 45365, (937) 498-7263. Adults must bring Form 21.1 to the hearing, and minors must bring Form 21.3 to the hearing. Additionally, although not required during filing, bring your driver's license or state ID to the hearing.

### After Name Change Granted:

Applicants may request as many certified copies of the entry approving the change of name as they would like. Each certified copy is \$3.00. We recommend obtaining at least 6 copies.

*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.*