

GETTING A COURT ORDER FOR NAME CHANGE BELMONT 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;
 - 3) Driver's license or state ID; and
 - 4) \$150.00 filing fee.

Note: An applicant for change of name must have lived in Belmont 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 Belmont 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 Belmont County Probate Court, located at 101 W. Main St., St. Clairsville, OH 43950, (740) 699-2144.

Fees:

\$150.00 filing fee by cash or check made payable to Belmont County Probate Court.

Tips for Filing:

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

Publication:

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

Hearing:

Belmont County Probate Court, 101 W. Main St., St. Clairsville, OH 43950, (740) 699-2144.

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.