

GETTING A COURT ORDER FOR NAME CHANGE DARKE COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name
(for adults: Forms 21.0, 21.1, 21.5)
(for minors: Forms 21.2, 21.3, 21.4, 21.5);
 - 2) Certified copy of birth certificate;
 - 3) Driver's license or state identification card; and
 - 4) \$119 filing fee.

Note: An applicant for change of name must have lived in Darke 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 Darke 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 only in person to the Darke County Probate Court, 300 Garst Avenue, Greenville, Ohio 45331, (937) 547-7345.

Fees:

\$119.00 filing fee, payable by cash only.

Tips for Filing:

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

Publication:

Upon filing, the court will set a date for your name change hearing. At least 30 days prior to the date of that hearing, you must publish the notice one time in a newspaper of general circulation in the county. The court recommends the Daily Advocate. Check the ad on the day it appears in the newspaper. If it is incorrect, call the newspaper and have it run again within next two days. Once publication is complete, the newspaper will mail to you a publication bill and proof of publication. Bring these forms to the court either before your hearing or on the day of your hearing. Because of the short timeline for publication, we recommend that you visit the newspaper very soon after filing in the probate court.

Hearing:

Darke County Probate Court, 300 Garst Avenue, Greenville, Ohio 45331, (937) 547-7345.

After Name Change Granted:

One certified copy 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 \$1.00 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.