

GETTING A COURT ORDER FOR NAME CHANGE FAYETTE 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; and
 - 3) \$90.50 filing fee.

Note: An applicant for change of name must have lived in Fayette 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 Fayette 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 or by mailing the application to the Fayette County Probate Court, 110 E. Court St., 2nd floor, Washington Court House, Ohio 43160, (740) 335-0640. The court recommends that you file in person..

Fees:

\$90.50 filing fee, payable by cash or certified check made payable to Fayette 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 ink. If handwriting, make sure it is legible.

Publication:

Upon filing, the court will set a date for your name change hearing and provide to you a notice of the hearing. At least 30 days prior to the date of that hearing, you must publish the notice one time in the Record Herald, which costs \$86.00. Once publication is complete, the newspaper will provide to you proof of publication. Bring this documentation 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:

Fayette County Probate Court, 110 E. Court St., 2nd floor, Washington Court House, Ohio 43160, (740) 335-0640.

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 filing fee includes the cost of a new birth certificate. Once the court judge grants your name change, the court will submit a copy of the entry to the Office of Vital Statistics, and you will later receive an updated birth certificate.

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.