

## GETTING A COURT ORDER FOR NAME CHANGE HIGHLAND 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) \$106.00 filing fee.

Note: An applicant for change of name must have lived in Highland 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 Highland 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 Highland County Probate Court, located at 105 N. High St., Hillsboro, OH 45133, (937) 393-9981.

### Fees:

\$106.00 filing fee by cash or money order only (no personal checks or credit/debit cards).

### 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 one time **at least 30 days before** your hearing in the Times Gazette, across the street from the court. This will cost about \$40.00. Once publication is complete, the newspaper will provide you with proof of publication. Bring this document to the court with you on the day of the hearing.

### Hearing:

Highland County Probate Court, 105 N. High St., Hillsboro, OH 45133, (937) 393-9981.

*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.*