

GETTING A COURT ORDER FOR NAME CHANGE KNOX COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name
(Adults: Form 21.0)
(Minors: Forms 21.2, 21.4, contact court for official name change packet)
 - 2) Government-issued Photo ID (ex. driver's license/state ID);
 - 3) Proof of residency (if photo ID does not include current address in Knox County);
 - 4) Certified or book copy of birth certificate; and
 - 5) \$90.00 filing fee.

Note: An applicant for change of name must have lived in Knox County for at least one continuous year at the time of the application. The applicant need only present proof of residency if the applicant's photo ID does not include a current address in Knox County. 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 Knox 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 Knox County Probate Court, located at 111 East High St., 1st Floor, Mt. Vernon, OH 43050, (740) 393-6798.

Fees:

\$90.00 filing fee by cash or personal check made payable to Knox 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 you are 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 Mt. Vernon News. This will cost about \$42.00. The court will provide you with the documents to take to the paper for publication. Once publication is complete, you must obtain proof of publication from the paper and present this document to the court before your hearing. Because of the short time-frame, we recommend you visit the paper immediately after filing with the court.

Hearing:

Knox County Probate Court, 111 East High St., 1st Floor, Mt. Vernon, OH 43050, (740) 393-6798.

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.