

## GETTING A COURT ORDER FOR NAME CHANGE LICKING COUNTY

### What to File:

- You will need:
- 1) Completed Application for Change of Name  
(Adults: Forms 21.0, 21.1, 21.5, Adult Information Form)  
(Minors: Forms 21.2, 21.3, 21.4, 21.5, Affidavit for Unknown  
Address of Parent (if applicable), Judgment Entry)  
(Adults and Minors: Pick up official name change packet from  
the court);
  - 2) Government-issued Photo ID (adults only);
  - 3) Original birth certificate (minors only); and
  - 4) \$87.00 filing fee.

Note: An applicant for change of name must have lived in Licking 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 Licking 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.

Note: Minor applicants must provide their original birth certificate to the court. Adult applicants need not provide any kind of birth certificate, but they must provide a photo ID, such as a driver's license or a state ID card.

### Where to File:

File in person at the Licking County Probate Court, located at 1 N. Park Place, Newark, OH 43055, (740) 670-5624.

### Fees:

\$87.00 filing fee by cash or personal check made payable to Licking 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 Newark Advocate. This will cost \$45.00. The court will provide you with the documents to take to the paper for publication. Because of the short time-frame, we recommend you visit the paper immediately after filing with the court.

Note: You need not present proof of publication to the court. The Newark Advocate submits proof of publication directly to the probate court.

### Hearing:

Licking County Probate Court, 1 N. Park Place, Newark, OH 43055, (740) 670-5624.

*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.*