

## GETTING A COURT ORDER FOR NAME CHANGE PORTAGE COUNTY

### What to File:

- You will need:
- 1) Completed Application for Change of Name  
(Adults: Forms 21.0, 21.1, 21.5, computer information sheet)  
(Minors: Forms 21.2, 21.3, 21.4, 21.5, computer information sheet);
  - 2) Certified copy of birth certificate; and
  - 3) \$107.00 Filing fee.

Note: An applicant for change of name must have lived in Portage 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 Portage 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 Portage County Probate Court, located at 203 W. Main St., Ravenna, OH 44266, (330) 297-3870.

### Fees:

\$107.00 filing fee payable by cash, check, or certified check made out to Portage County Probate Court.

### Tips for Filing:

- Use your full middle name instead of your middle initial.
- You can either type the application or write using blue 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 a newspaper of general circulation in Portage County. The court will take care of this requirement on your behalf, and the cost for this service is included in the application fee.

### Hearing:

Portage County Probate Court, 203 W. Main St., Ravenna, OH 44266, (330) 297-3870.

*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.*