

GETTING A COURT ORDER FOR NAME CHANGE BUTLER COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name
(Forms Adults: 21.0, 21.1, 21.5)
(Forms Minors: 21.2, 21.3, 21.4, 21.5);
 - 2) Current government-issued photo ID (ex. driver's license);
 - 3) Certified copy of birth certificate (minors only); and
 - 4) \$100.00 filing fee.

Note: An applicant for change of name must have lived in Butler County for at least one year prior to filing the application. An 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 Butler 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 should file in person at the Butler County Probate Court, 101 High Street, 2nd Floor, Hamilton, Ohio 45011, (513) 887-3294.

Fees:

\$100.00 filing fee, payable by check or money order only. Make checks payable to Butler County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial
- The application **must be typed**.

Publication:

You must publish notice of your name change application one time **at least 30 days before** your hearing in a newspaper of general circulation in Butler County, such as the Middletown Journal or Hamilton Journal News. You will receive a file-stamped copy of the Notice of Hearing, which you must provide to the newspaper to procure publication. The cost for this service will be \$45.00

Once publication is complete, the newspaper will send you a proof of publication, which you should present to the court on or before your hearing date. Because of the short timeframe for publication, we recommend you visit the newspaper immediately after filing in the probate court.

Hearing:

Butler County Probate Court, 101 High Street, 2nd Floor, Hamilton, Ohio 45011, (513) 887-3294.

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.