

Probate Court of Clark County, Ohio
CHANGE OF NAME (ADULT)

WEB SITE: www.probate.clarkcountyohio.gov

- 1. The papers you file must be typed. Fill in all blanks except the case number and hearing date.**
- 2. The Present Name and Name Requested on the top of each page should include the person's first, middle, and last name.**
- 3. The person must be a resident of Clark County for at least one year prior to the filing of the application.**
- 4. The Probate Court clerk is not an attorney and cannot answer questions about your name change. If you have not lived in Clark County for at least one year, your application will be dismissed and your filing fees will not be refunded.**
- 5. A copy of the birth certificate and Driver's License or State ID must be filed with the forms.**
- 6. Filing fee - \$89.00 – No Debit or Credit Cards accepted**
- 7. The Court will complete the Notice of Hearing on Change of Name and the Entry Setting Hearing and the Entry ordering the change of name.**
- 8. You are responsible to take the legal publication (Notice of Hearing on Change of Name) to a newspaper of general circulation in Clark County to be published one time at least 30 days prior to the hearing date. You must pay the additional cost of publication and bring with you on the day of the hearing proof of payment of the publication bill (a receipt) and the Proof of Publication that the newspaper will be mailed to you. It is your responsibility to make sure that the legal notice is correct and completed properly. If you have questions as to how to obtain legal notice, you should consult with your attorney.**
- 9. After the hearing, you will be given a certified copy of the entry approving the change of name. Additional copies are \$1.00**
- 10. If the person was born in Ohio, send a certified copy of the Judgment Entry-Change of Name to the address listed below. They will attach this form to the original birth record. If you desire a certified copy of the new birth record, send \$21.50 to: Bureau of Vital Statistics, P.O. Box 15098, Columbus, Ohio 43215-0098. If the person was born in another state, contact the Vital Statistics office located in the state's capital.**

**Once a Name Change Application has been filed
there will be no court cost refunds.**