

## Name Changes

### Ohio Driver License Information

For the new Ohio DL-ID you should verify that all of your documents match. You may need to apply for a name change if your current name is different than your birth name and you are unable to document the change.

Please refer to [BMV.Ohio.gov/dl-identity-documents.aspx](http://BMV.Ohio.gov/dl-identity-documents.aspx) for acceptable documents.

This pamphlet has been prepared as a public service to provide an understanding of the name change process. It is an overview and should not be considered as a legal reference.

Jeffrey D. Mackey,  
Judge

FRANKLIN COUNTY  
COURT OF COMMON PLEAS  
PROBATE DIVISION



### Franklin County Probate Court

Franklin County Courthouse  
373 South High Street • 22nd Floor  
Columbus, Ohio 43215-6311

#### HOURS

Monday - Friday: 8:00 a.m. - 5:00 p.m.  
(Cashier closes at 4:30 p.m.)

#### GENERAL INFORMATION

614-525-3894

#### ADDITIONAL INFORMATION

[probate.franklincountyohio.gov](http://probate.franklincountyohio.gov)

Name Changes Brochure (Rev. 2-2021)

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Judge  
Name Changes



### Franklin County Probate Court

## Who may apply?

If you've been a Franklin County resident for at least one year, you can apply for a name change for yourself or for your minor child.

## How do I apply for a name change?

Name changes are e-filed with the court. You may visit the court website at [probate.franklincountyohio.gov](http://probate.franklincountyohio.gov) for step-by-step instructions. If you do not have access to the internet, you may come to the court for E-filing assistance from our clerks.

## What about a minor name change?

A parent, guardian, or legal guardian ad litem may apply for a name change of a minor. The applicant must file a certified copy of the child's birth certificate. The applicant for the name change of a minor must obtain the consent of both the minor's parents. If consent has not been given, a notice of hearing must be given to the non-consenting parent. Notice is usually given by certified mail, available at any local post office, and the green certified mail return receipt must be filed with the court. Consent must be obtained or notice given to anyone who could be considered a parent of the child, including an alleged parent. Guardians and legal gurdain ad litem must provide the court entries that appointed them as such

## How much does it cost?

The cost for a name change application in the Probate Court is \$128.00 plus the cost of publication (\$30.00 through the Daily Reporter or \$60.00 through the Columbus Dispatch). If you apply in person, you may pay by cash or money order. Personal checks are not accepted. If you apply online, you may pay by credit or debit card; a 3% service charge will apply.



## What can I expect at the hearing?

The magistrate will question the applicant and any witnesses and review the information in the case file before rendering the decision. A name change may be granted if not unreasonable or improper.

If the name change is for a minor, the magistrate will determine if both parents have consented to the change. The consent of both parents is not always necessary for approval if the other parent was properly served with notice of the name change hearing. A magistrate will decide, after reviewing all the facts, if the name change is in the minor's best interest and is reasonable and proper. If the application is contested, the parties shall come prepared for a trial.

## Who should be notified of the name change after it is granted?

The applicant should make a list of all the creditors, agencies, schools, financial institutions, employers, and government offices that need to be notified of the new name. Making a thorough list and then notifying everyone on the list helps ensure that everyone is informed of the name change.

If the applicant was born in Ohio, notice should be given to the Ohio Department of Health, Division of Vital Statistics.

## How do I notify others of the name change?

Sending a certified copy of the entry changing the name should be sufficient for most institutions. The court will provide the applicant four certified copies of the entry changing the name to be sent to various agencies. Additional certified copies cost \$1 each.

## Can I get the name on the birth certificate changed?

In Ohio, a name change entry from this court will not change the birth certificate. However, the name change entry does become part of the person's birth records. The applicant will need to send a certified copy of the name change entry to the agency that issued the birth certificate.