

PROBATE COURT OF FRANKLIN COUNTY, OHIO

JEFFREY D. MACKEY, JUDGE

ADULT NAME CHANGE

1. HOW TO APPLY FOR A NAME CHANGE

- A. ONLINE: Go to “efiling.franklincountyohio.gov” to request an account and apply for your name change online. All applicants are encouraged to file online.
- B. PAPER: If you are not able to complete an online application, complete the forms attached and return to the court.

Mail: Franklin County Probate Court
373 S. High Street, 22nd Floor
Columbus, Ohio 43215

Dropoff: Franklin County Probate Court **Drop Box**
LOBBY: 369 S. High Street
Columbus, Ohio 43215

2. COST

- A. The cost to file a Name Change Application in the Probate Court is \$128.00 plus the cost of publication.
- B. You may choose to publish in the Daily Reporter for \$30 or in The Columbus Dispatch for \$60.

Total Cost (select one):	Publish in the Daily Reporter	\$158
	Publish in The Columbus Dispatch	\$188

C. How to pay:

1. Filing ONLINE: Credit Card
2. Filing by MAIL: **Money Order** payable to the Franklin County Probate Court
3. Filing IN PERSON: **Money Order** payable to the Franklin County Probate Court or Cash

3. RESIDENCY

Under Ohio law, you must live in Franklin County for at least one-year prior to the filing of your application to change your name. **When you file your application, you must provide a copy of a valid, government issued, picture I.D. with a current address.**

If your picture I.D. does not have your current address, you must provide forms that prove residency such as: a lease, rental agreement, bill of sale for purchase of a house, utility bill, or other information that will prove that you have lived in Franklin County for at least one year prior to your application.

4. NAME CHANGE HEARINGS

You must attend your name change hearing. **Hearings are conducted by telephone.** The Court will call you at the telephone number you provide on your application. Multiple hearings are scheduled at the same time, so you may be called up to an hour after the scheduled start time. Plan to have your ID and be available for the telephone call within an hour of the scheduled time. The magistrate will ask you questions, review the information, and render a decision.

Frequently Asked Questions

Q. What if I'm divorced and want to go back to my maiden name?

If it is written in your Final Divorce Decree that your maiden name is restored, then your Decree is your legal name change. If your maiden name was not restored during your divorce proceedings, you may apply for a name change in this court.

Q. I am becoming a U.S. citizen. Can I change my name during the immigration process?

Yes. You can change your name during the citizenship process. If you have questions, visit their website at: uscis.gov, or contact their customer service department at 1-800-375-5283.

Q. I am getting married and want to change my last name to my spouse's last name. Do I need to file for a name change with the court?

No. Historically, individuals have not been required to file for a legal name change when taking their spouse's last name after marriage. For more information, visit the Social Security Administration's website: <https://faq.ssa.gov/en-us/Topic/article/KA-01981>.

After you obtain a new social security card, you may change your name with other agencies and obtain a new drivers license or state photo identification with your married name. With your newly issued state identification, you may update your name with any other entity.

Q. I am getting married and I want to hyphenate my last name and add my spouse's last name. Do I need to go to court?

Probably. The use of hyphenated names is not clear under the law, especially with the Compliant ID regulations. Some governmental agencies may allow you to use your marriage certificate to hyphenate your name and others may not. If you change your name to a hyphenated version with this court it will be recognized by all governmental agencies.

Q. What should I do if I want to change my name and my gender at the same time?

You may apply for a legal name change through our court to change your name. You should seek legal advice regarding a gender change.

Q. If I'm in the Military or College, where is my residency?

Members of the military and college students can choose to keep their permanent residence in Franklin County even if they are currently living at school or stationed elsewhere.

Q. How long does the name change process take?

Usually 60-90 days after your application is filed.

Q. What if I'm a victim of domestic violence and I do not want my abuser to know my new name?

You should seek the advice of an attorney before filing anything with this court.

PROBATE COURT OF FRANKLIN COUNTY, OHIO
JEFFREY D. MACKEY, JUDGE

ADULT
NAME CHANGE APPLICATION INFORMATION

Please review this packet of documents and the attached Instructions. Probate Court clerks cannot answer legal questions about your name change. **It is required by law that you be a resident of Franklin County for at least one continuous year before you file your application.** If you have not lived in Franklin County for at least one year, your application will be dismissed and your **filing fees will not be refunded.**

**FILING FEES AND ALL OTHER COSTS SHALL BE PAID
BY CREDIT/DEBIT CARD THROUGH THE e-FILING
SYSTEM BY MAIL WITH A MONEY ORDER OR IN
PERSON WITH CASH/MONEY ORDER**

Statute requires publication of the proposed name change and hearing date and time in a newspaper of general circulation in the county. You have two publication options in Franklin County, The Columbus Dispatch which costs \$60.00 or The Daily Reporter at \$30.00. You will be able to make this selection at case initiation through the e-Filing System.

The Court will select the date and time of the hearing. **Check your preferred date and time below.**

- Tuesday AM
- Thursday PM
- Friday AM

The papers you file must be typed or written in ink and must be legible. Illegible documents will be refused for filing. All names and addresses must be complete.

Use middle names instead of middle initials.

P.O. Boxes are not permitted for the applicant's address.

Incorrect spellings or incorrect addresses may result in additional costs to you as well as a delay in the change of name.

**ONCE A NAME CHANGE APPLICATION HAS BEEN FILED,
THERE WILL BE NO COURT COST REFUNDS**

FRANKLIN COUNTY PROBATE COURT
JEFFREY D. MACKEY, JUDGE

Documentation required to be provided with your Adult Name Change Application:

- Scanned and filed image of unexpired photo identification (Government issued).
- Proof of residency if not included on photo identification.
- If you are unable to scan, please mail the documents to court at least one week before your hearing.

NAME CHANGE STATUTE
[R.C. 2717.01]

(A)

- (1) A person desiring a change of name may file an application in the probate court of the county in which the person resides. The application shall set forth that the applicant has been a bona fide resident of that county for at least one year prior to the filing of the application, the cause for which the change of name is sought, and the requested new name. The application shall require the applicant to state whether the applicant has been convicted of, pleaded guilty to, or been adjudicated a delinquent child for identity fraud or has a duty to comply with section 2950.04 or 2950.041 of the Revised Code because the applicant was convicted of, pleaded guilty to, or was adjudicated a delinquent child for having committed a sexually oriented offense or a child-victim oriented offense.
- (2) Except as provided in division (A)(4) of this section, notice of the application shall be given once by publication in a newspaper of general circulation in the county at least thirty days before the hearing on the application. The notice shall set forth the court in which the application was filed, the case number, and the date and time of the hearing.
- (3) Except as provided by division (C) of this section, upon proof that proper notice was given or that notice was waived under division (A)(4) of this section and proof that the facts set forth in the application show reasonable and proper cause for changing the name of the applicant, the court may order the change of name.
- (4) If an applicant for a change of name submits to the court, along with the application described in division (A)(1) of this section, satisfactory proof that the publication of the notice under division (A)(2) of this section would jeopardize the applicant's personal safety, both of the following apply:

- (a) The court shall waive the notice requirement.
- (b) If the court orders the change of name under division (A)(3) of this section, the court shall order the records of the change of name proceeding to be sealed and to be opened only by order of the court for good cause shown or at the request of the applicant for any reason.

(B) An application for change of name may be made on behalf of a minor by either of the minor's parents, a legal guardian, or a guardian ad litem. When application is made on behalf of a minor, in addition to the notice and proof required pursuant to division (A) of this section, the consent of both living, legal parents of the minor shall be filed, or notice of the hearing shall be given to the parent or parents not consenting by certified mail, return receipt requested. If there is no known father of the minor, the notice shall be given to the person who the mother of the minor alleges to be the father. If no father is so alleged, or if either parent or the address of either parent is unknown, notice pursuant to division (A) of this section shall be sufficient as to the father or parent.

Any additional notice required by this division may be waived in writing by any person entitled to the notice.

(C)

- (1) The court shall not order a change of name under division (A) of this section if the person applying for a change of name or for whom the application for a change of name is made has a duty to comply with section 2950.04 or 2950.041 of the Revised Code because the applicant or the person on whose behalf the application for a change of name is made was convicted of, pleaded guilty to, or was adjudicated a delinquent child for having committed a sexually oriented offense or a child-victim oriented offense.
- (2) The court shall not order a change of name under division (A) of this section if the person applying for a change of name or for whom the application for a change of name is made has pleaded guilty to, been convicted of, or been adjudicated a delinquent child for committing a violation of section 2913.49 of the Revised Code unless the guilty plea, conviction, or adjudication has been reversed on appeal.
- (3) As used in this division, "sexually oriented offense" and "child-victim oriented offense" have the same meanings as in section 2950.01 of the Revised Code.

PROBATE COURT OF FRANKLIN COUNTY, OHIO
JEFFREY D. MACKEY, JUDGE

IN RE: CHANGE OF NAME OF _____
Present Name

TO _____
Name Requested

CASE NO. _____

APPLICATION FOR CHANGE OF NAME OF ADULT
[R.C. 2717.01]

The applicant states that the applicant is an adult and has been a bona fide resident of _____
(County)
County, Ohio, for at least one year immediately prior to the filing of this application.

The applicant requests a change of name from _____
to _____

for the following reason: _____

The applicant states that there is reasonable and proper cause for the change of name, and that the change of name is not being done for any improper purpose, including but not limited to:

- 1. Avoid law enforcement authorities;
- 2. Create confusion as to my identity; or
- 3. Avoid creditors

The applicant states that the applicant will cause notice of the application to be published once in a newspaper of general circulation in this county at least thirty (30) days before the hearing on this application.4.0.

CASE NO. _____

The applicant states that the person for whom a change of name is being requested:

- has has not been convicted of, pleaded guilty to, or been adjudicated a delinquent child for identity fraud.
- has has no duty to comply with R.C. 2950.04 or R.C. 2950.041 because the applicant was convicted of, pled guilty to, or was adjudicated a delinquent child for having committed a sexually oriented offense or a child-victim offense.

ATTENTION:

The Court will check the public records to see if the applicant has a criminal record.

Attorney for Applicant

Typed or Printed Name

Address

City, State, Zip Code

Telephone Number (include area code)

Attorney's Registration No.

Applicant's Signature

Typed or Printed Name

Address

City, State, Zip Code

Telephone Number (include area code)

PROBATE COURT OF FRANKLIN COUNTY, OHIO
JEFFREY D. MACKEY, JUDGE

IN RE: CHANGE OF NAME OF _____
Present Name

TO _____
Name Requested

CASE NO. _____

ADULT INFORMATION FORM

APPLICANT'S NAME: _____

PRESENT ADDRESS: _____

MARITAL STATUS: _____

AGE: _____ DATE OF BIRTH: _____ PLACE OF BIRTH: _____
City/County/Country

APPLICANT'S NAME ON BIRTH CERTIFICATE: _____

NOTE

If married or divorced/dissolution, please provide the following information:

NAME OF FORMER/PRESENT SPOUSE: _____

ADDRESS OF ABOVE: _____

NAMES AND AGES OF CHILDREN: _____

ADDRESS OF ABOVE: _____

**PROBATE COURT OF FRANKLIN COUNTY, OHIO
JEFFREY D. MACKEY, JUDGE**

IN RE: CHANGE OF NAME OF _____
Present Name

TO: _____
Name Requested

CASE NO.: _____

**ACKNOWLEDGEMENT OF APPLICANT
SANCTIONS FOR FAILURE TO APPEAR AT HEARING**

_____ 1) The undersigned applicant acknowledges that the applicant must be available by telephone for the scheduled hearing, or arrange for a continuance in writing prior to the date and time of the scheduled hearing; and must pay the court costs associated with an entry continuing the hearing.

_____ 2) Applicant acknowledges that if they do not appear at the initial scheduled telephone hearing, and have not arranged for a continuance in writing prior to the date and time of the scheduled hearing, they will have only 30 days to appear and reschedule the hearing; and the applicant must pay the court costs associated with an entry continuing the hearing.

_____ 3) Applicant acknowledges that if the applicant does not appear within 30 days of the last scheduled hearing date, the case will be closed, and a new application must be filed with new publication notice and new payment of court costs.

_____ 4) The applicant states that they can read and write the English language.

_____ 5)
The applicant does not understand the written English language and requests an interpreter to appear at the hearing with them. The interpreter should be able to read and write English and my language of: _____.

Date

Applicant