

Name Change, Name Conformity or Birth Certificate Correction: Which process is right for my situation?

Change of Name

- I want to change all or part of my name to a new name
- I want to change all or part of my child's name
- I want to change my last name and I did not recently get married
- I want to restore my maiden name following a divorce and I did not choose to do it when the divorce was pending

Name Conformity

- My name does not match on one or more of my official identity documents (Birth Certificate, Social Security Card, Driver's License, Passport, Marriage Certificate, or Divorce Decree)
- An inconsistency in my name is prohibiting me from getting a driver's license
- The name I currently use is a name on one or more of my official identity documents

Birth Correction

- The error on my or my minor child's Ohio birth certificate is a true error, not a desired change or alternate spelling acquired following birth
- I would like to change the gender marker on my or my minor child's Ohio birth certificate

Situations Probate Court Cannot Correct

- I want to add or remove a parent from my child's birth certificate
- I want to add or remove a parent from my birth certificate
- I want paternity testing to prove the father on my child's birth certificate is not the biological father
- I was married at the time my child was born, but my husband is not my child's biological father and I want to correct my child's birth certificate

If the situation regarding your name is not referenced in one of these sections, you should contact an attorney before commencing any legal action regarding your name. The situations described that Probate Court cannot correct are generally matters outside of Probate Court's jurisdiction. It is recommended that you contact the Ohio Department of Health or an attorney to assist you in these types of situations.

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

CONFORMING A LEGAL NAME OF AN ADULT

How to Apply for an Adult's Name Conform Order

ONLINE: [Access the Franklin County eFiling System](#) to request an account and apply to conform your name online.

INSTRUCTIONS: Please [View the eFiling User Guide](#) for instructions on how to e-File a name change or name conformity case.

Filing Fees: \$128.00

Court Costs:
How to pay: Filing ONLINE: Credit Card

Requirements

An application to conform a legal name is a special proceeding separate from a name change. It is solely to correct misspellings, inconsistencies or errors on one or more official identity documents evidencing a person's current legal name.

The applicant must be a Franklin County Resident for at least 60 days prior to filing

The Process:

The documents listed below must be submitted to the Court for filing, along with the filing fee. Once the documents have been accepted for filing by the Court, the Court will review the filing for approval. The Judgment Entry will be mailed to the applicant.

The Court reserves the right to require additional documentation be submitted to support the application to conform a legal name, or hold a hearing on the application. The Court may conduct an independent criminal background check.

Note: You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.

Initial Filing

- ☐ Notarized Application to Conform Legal Name of Adult (Form 21.7)
This must be notarized by a Notary Public before being submitted for filing (Court staff cannot notarize documents)
- ☐ Photocopies of the following official government records must be provided with all name conform filings:
 - Birth Record (required)
 - Government Issued Identification Card (required)
- ☐ Photocopies of the following official government records showing need to conform or supporting the conform which may include some or all of the following:
 - Social Security Card
 - Marriage Record
 - Divorce Decree
 - Passport
 - Any identity document relating to the application to conform legal name

If Requesting the Name Conformity to be Confidential

The law requires very specific criteria be met in order for someone to qualify for a confidential name conformity. The applicant must provide proof that it would jeopardize the applicant's personal safety to have the name conformity on the public record. Please refer to R.C. 2717.11 to determine if you meet the requirements.

In addition to the forms required for initial filing above, the documents listed below must also be submitted, along with any required attachments. The Judge will review all of the documents and make a determination as to whether it qualifies as a confidential name conformity. If so, the Court will contact the applicant or attorney to set a hearing, if determined necessary.

- ☐ Motion for Confidentiality of Proceeding (Form 21.6)
- ☐ Order Granting Confidentiality of Proceeding (Form 21.06)

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

IN RE: CHANGE OF NAME OF _____
Present Legal Name

TO _____
Name(s) to be Conformed

CASE NO. _____

APPLICATION AND AFFIDAVIT TO CONFORM LEGAL NAME OF AN ADULT
[R.C. 2717.02 AND 2717.03]

STATE OF OHIO,)
COUNTY OF FRANKLIN)

SS:

The Applicant, being first duly sworn and cautioned according to law, states the following:

Applicant states that a misspelling, inconsistency, or other error of Applicant's legal name exists on one or more of his or her official identity documents, which causes a discrepancy in Applicant's chain of identity. This Application provides the necessary information to explain the misspelling, inconsistency, or other error and the corrections needed to conform Applicant's legal name on all official identity documents.

Applicant's Information:

Correct current legal name: _____

Address: _____

Marital Status: ☐ Never married ☐ Married ☐ Widowed ☐ Divorced ☐ Separated

Name on birth record: _____

Date of birth: _____

State where birth record was issued: _____

The following official identity document(s) contain a misspelling, inconsistency, or other error. Photocopies of all official identity documents checked below must be filed with the application: [Check all that apply]

- | | |
|---|---|
| ☐ Birth Record | ☐ Marriage Record |
| ☐ Driver's License | ☐ State issued Identification Card |
| ☐ Divorce Record | ☐ Social Security Card |
| ☐ Passport | ☐ Other: _____ |

The misspelling, inconsistency, or other error on the official identity document(s) marked above is described below:

Official identity document: _____

Incorrect name that requires correction on this document: _____

Correct name that should be stated on this document: _____

Official identity document: _____

Incorrect name that requires correction on this document: _____

Correct name that should be stated on this document: _____

Official identity document: _____

Incorrect name that requires correction on this document: _____

Correct name that should be stated on this document: _____

Official identity document: _____

Incorrect name that requires correction on this document: _____

Correct name that should be stated on this document: _____

☐ Check this box if more than four official identity documents are affected, and attach the information on a separate page.

Photocopies of the following documents are required to be submitted with the application:

1. Photocopy of Birth Record
2. Photocopy of Government Issued Identification
3. Photocopy of identity documents containing misspelling, inconsistency or other error

Applicant's narrative providing detailed reason for misspelling, inconsistency, or other error on the official identity document(s):

The Applicant further states the following:

1. The Applicant has personal knowledge of the facts stated in this Affidavit;
2. Applicant is one and the same person referenced in each of the official identity documents, despite the name discrepancy;
3. But for the misspelling, inconsistency, or other error identified above, there would not be any discrepancy in Applicant's chain of identity.
4. Applicant is an adult;
5. The Applicant has been a resident of this county for at least 60 days;
6. The Application is not being made for the purpose of evading any creditors or other obligations;
7. Applicant is not a debtor in any currently pending bankruptcy proceeding;
8. All documentary evidence submitted with the Application is true, accurate and complete;
9. Applicant requests the Court to issue an order conforming Applicant's legal name in the manner described in this Application so Applicant's legal name and chain of identity are consistent on all of his or her official identity documents.

The Applicant certifies under penalty of perjury that the statements in this Applicant and Affidavit are true and complete.

Applicant's Signature

Typed or Printed Name

Address

City, State, Zip Code

Telephone Number (include area code)

E-mail

Sworn to before me, with oath or affirmation administered, and signed in my presence this _____ day of _____, 20 _____. This notarial certificate is a jurat under Ohio Law.

Notary Signature

Notary Printed Name

Commission Expires

_____ Complete Below if the Applicant is Represented by an Attorney _____

Attorney for Applicant

Telephone Number (include area code)

Typed or Printed Name

Attorney's Registration No.

Address

City, State, Zip Code

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

IN RE: CHANGE OF NAME OF _____
Present Name

TO _____
Name Requested

CASE NO. _____

ENTRY CONFORMING LEGAL NAME OF AN ADULT

[R.C. 2717.10]

This matter came before the Court for consideration of an Application to Conform Legal Name of Adult. Upon review of all the evidence presented, the Court finds there is sufficient proof that a misspelling, inconsistency, or other error of the Applicant's legal name exists on the official identity document indicated below, and that reasonable and proper cause exists for issuing this order to resolve the discrepancy and to conform the Applicant's legal name.

Official identity document that requires correction of misspelling, inconsistency, or other error:

☐ Birth Record

Incorrect name that requires correction on this document: _____

Correct name to be stated on this document: _____

☐ Marriage Record

Incorrect name that requires correction on this document: _____

Correct name to be stated on this document: _____

☐ Driver's License

Incorrect name that requires correction on this document: _____

Correct name to be stated on this document: _____

☐ State issued Identification Card

Incorrect name that requires correction on this document: _____

Correct name to be stated on this document: _____

☐ Divorce Record

Incorrect name that requires correction on this document: _____

Correct name to be stated on this document: _____

CASE NO. _____

☐ Social Security Card

Incorrect name that requires correction on this document: _____

Correct name to be stated on this document: _____

☐ Passport

Incorrect name that requires correction on this document: _____

Correct name to be stated on this document: _____

☐ Other _____

Incorrect name that requires correction on this document: _____

Correct name to be stated on this document: _____

The Court finds that, despite the name discrepancy, this official identity document identifies one and the same person. Therefore, the Court orders that Applicant's name on this official identity document is deemed corrected as stated above, and conformed to be consistent with Applicant's other official identity documents.

It is so ordered.

Signature Page Attached

Jeffrey D. Mackey
Probate Judge

CERTIFICATE OF JUDGMENT ENTRY

The above Judgment Entry Conforming Legal Name of Adult is a true copy of the original kept by me as custodian of the records of this Court.

(Seal)

Jeffrey D. Mackey
Probate Judge

By: _____
Deputy Clerk

Date: _____