

## 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**

## ADULT NAME CHANGE

### How to Apply for a Name Change

**ONLINE:** Go to “efiling.franklincountyohio.gov” to request an account and apply for your name change online.

\*\*\*All applicants are encouraged to file online\*\*\*

**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 of 369 S. High Street  
 Columbus, Ohio 43215

### Filing Fees:

Court Costs: \$128.00, by certified check or money order only

How to pay: 1. Filing ONLINE: Credit Card

2. Filing by MAIL or DROPOFF: Money Order payable to the Franklin County Probate Court

### Requirements:

You 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 documents for approval. The Judgment Entry will be mailed to the applicant after approval.

The Court reserves the right to require additional documentation be submitted to support the applicant’s name change or to hold a hearing on the application. The Court may conduct an independent criminal background check.

**Note: The Applicant’s full name must appear on all paperwork (first, middle and last). No initials may be used.**

### Initial Filing:

- Notarized Application for Change of Name of Adult (Form 21.0)  
 This must be **notarized** by a Notary Public before being submitted for filing (Court staff cannot notarize documents)
- Photocopy of birth certificate or birth record
- Photocopy of government issued identification

### If Requesting a Confidential Name Change:

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

**In addition** to the forms required for initial filing above, Form 21.6, Motion for Confidentiality of Proceeding, must also be submitted, along with any required attachments. The Court will review all of the documents and make a determination as to whether it qualifies to be a confidential name change. If so, the Court will contact the applicant or attorney to set a hearing, if determined necessary.

**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]

STATE OF OHIO, )  
COUNTY OF FRANKLIN )

SS:

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

Applicant requests a change of name from \_\_\_\_\_  
to \_\_\_\_\_

**All of the following documents accompany this application:**

- 1. Photocopy of Birth Record
- 2. Photocopy of Government Issued Identification

**The reason for requesting this name change is:**

- Returning to pre-marriage surname ("maiden name") listed on birth certificate
- Gender Identity
- All other (provide detailed reason for all other name changes): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Applicant further states the following:**

- 1) Applicant has been a bona fide legal resident of this county for a period of at least 60 days;
- 2) The Application is not being made for the purpose of evading any creditors or other obligations;
- 3) Applicant is not a debtor in any currently pending bankruptcy proceeding;
- 4) Applicant has not been convicted of, pleaded guilty to, or been adjudicated a delinquent child for identity fraud and does not have a duty to comply with R.C 2950.04 or 2950.041 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;
- 5) All documentary evidence submitted with the Application is true, accurate and complete.

The Applicant certifies under penalty of perjury that the statements in this Application

Date: \_\_\_\_\_

\_\_\_\_\_  
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. \_\_\_\_\_

**JUDGMENT ENTRY CHANGING NAME OF ADULT**

Upon the Application for Change of Name of Adult, the Court finds that the Application is properly supported by all documentation required by Local Rule and by the Applicant's Affidavit required by R.C. 2717.06. The Court further finds that Applicant has provided sufficient proof that the facts in the Application show reasonable and proper cause for changing the Applicant's name as requested.

Therefore, the Court orders that the Applicant's legal name be changed as follows:

Applicant's name at birth: \_\_\_\_\_

Applicant's current legal name: \_\_\_\_\_

Applicant's new legal name: \_\_\_\_\_

Applicant's date of birth: \_\_\_\_\_

State where birth record was issued: \_\_\_\_\_

Signature Page Attached

\_\_\_\_\_  
Jeffrey D. Mackey  
Probate Judge

**CERTIFICATION OF JUDGMENT ENTRY**

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

Jeffrey D. Mackey  
Probate Judge

By: \_\_\_\_\_  
Deputy Clerk

Date: \_\_\_\_\_