

Checklist

Name Change of Adult

Filing Fees

Court Costs: \$100.00 (Payable by cash, check or money order. Credit cards accepted are Visa, Discover and Mastercard only. No pin (debit) transactions or payment apps such as Apple Pay, Cash App or Venmo will be accepted.)

Requirements

You may apply for a name change **only** if you have been a Lucas County Resident for the past 60 days.

The Process

The documents listed below must be prepared by the applicant or an attorney, and submitted to the Court for filing, along with the filing fee. Once the documents have been approved for filing by the Court, the Court will review the filing for approval.

The Court reserves the right to require additional documentation be submitted to support the applicant's name change or hold a formal hearing on the application. A criminal background check is required.

Note: *Note: All paperwork including the Judgment Entry must be typed and single-sided. We will not accept handwritten documents. Please do not staple original paperwork. You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.*

Initial Filing

- ☐ New Case Information Sheet
- ☐ Application for Change of Name of Adult (Form 21.0)
- ☐ Photocopy of Birth Certificate
- ☐ Photocopy of Driver's License or State ID (driver's license number, issuance date and expiration date must be redacted)
- ☐ Affidavit in Support of Application for Change of Name of Adult (Form 21.01)
 - o This must be notarized by a Notary Public before being submitted for filing
- ☐ Judgment Entry Changing Name of Adult (Form 21.1)
- ☐ Release of Record Check on Applicant (RRCPPF)

If Requesting the Name Change to be Confidential:

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, 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 change. 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)