

Checklist

Conforming a Legal Name of a Minor

Filing Fees

Court Costs: \$100.00 (Payable by cash, check or money order. Credit cards NOT accepted.)

* Additional costs may be incurred for certified mail service or publication

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.

You may apply for a name conformity **only** if the minor has been a Lucas County resident for the past 60 days.

The Process

The documents listed below must be prepared by the applicant or 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 do one of the following:

- If **both natural parents' consent are provided**, the Court may dispense with a hearing and make a ruling on the application. Copies of the Judgment Entry will be mailed to the applicant upon approval.
- If **both natural parents' consent are not provided**, the Court will set the application for a formal in-person hearing. The applicant will be required to appear. The non-consenting parent will be served with notice of the hearing.

The Court will issue a Judgment Entry Setting Hearing and Ordering Notice, directing how service on the non-consenting parent will be performed.

The Court reserves the right to require additional documentation be submitted to support the name conformity or hold a formal hearing on the application.

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 to Conform Legal Name of Minor (Form 21.9)
- Photocopies of the following documents for the minor are required to be submitted with the application:
 - Birth Certificate
 - Driver's License/State ID Card (if any) (driver's license number, issuance date and expiration date must be redacted)
 - Social Security Card (social security number must be redacted)
 - Passport (if any)
 - Any identity document relating to the application to conform legal name
- Affidavit in Support of Application to Conform Legal Name of Minor (Form 21.09)
 - This must be notarized by a Notary Public before being submitted for filing (Court staff cannot notarize documents)
- Judgment Entry Conforming Legal Name of Minor (Form 21.10)
 - If more than one document needs to be conformed, a separate Judgment Entry must be provided for each document
- Waiver of Notice of Hearing and Consent to Conform Legal Name of Minor (Form 21.12)
 - Both parents of the minor must sign this waiver to dispense with a hearing on the application

If the both parents' consents are not provided with the application, the following must be filed:

- Judgment Entry Setting Hearing and Ordering Notice (Form 21.11)
- Notice of Hearing on Conforming Legal Name (Form 21.13)

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 or minor'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 LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE**

IN THE MATTER OF: _____

CASE NO. _____

NEW CASE INFORMATION STATEMENT

ATTORNEY OF RECORD TO COMPLETE THE FOLLOWING SECTION

THE UNDERSIGNED CERTIFIES THAT THIS CASE IS, IS NOT RELATED TO ANY CASE NOW PENDING IN ANY JUDICIAL SYSTEM.

CASE NUMBER OF RELATED CASE _____

DESCRIPTION AND JURISDICTION OF RELATED CASE _____

PLEASE CHECK ONE OF THE FOLLOWING:

- CORRECTION/REGISTRATION OF BIRTH DISINTERMENT TRUSTS MINOR SETTLEMENT
 NAME CHANGE
 OTHER _____

STATEMENT OF PERMANENT ADDRESS

The following address is my permanent address. I understand that I am required to notify the Court of any change in my address and that the Court is authorized to remove me if I fail to comply with this requirement.

Signature, Attorney of Record

Signature, Fiduciary

Print Attorney Name

Print Fiduciary Name

Address

Address

()
Phone Number

()
Phone Number

Ohio Supreme Court ID Number

Ohio Supreme Court ID Number

E-Mail Address

E-Mail Address

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN RE: THE NAME OF _____
(Present Name)
TO _____
(Requested Conformed Legal Name)
CASE NO. _____

APPLICATION TO CONFORM LEGAL NAME OF MINOR
[R.C. 2717.04, 2717.05, and 2717.13]

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

The minor has been a bona fide resident of this county for at least 60 days immediately before filing this Application.

Minor's Information:

Present name: _____

Address: _____

Name at birth: _____

Date of birth: _____

State where birth record was issued: _____

Applicant's relationship to the minor is:

Parent Legal Guardian Legal Custodian Guardian ad Litem

The name and address of Parent 1 of the minor is:

Name

Address

City, State, Zip Code

The Waiver of Notice of Hearing and Consent of Parent 1 accompanies this Application.

Applicant states that the address of Parent 1 is unknown. Applicant has exercised all due diligence and made every reasonable effort to find the current address but cannot locate this individual.

The name and address of Parent 2 or the alleged father of the minor is:

CASE NO. _____

Name

Address

City, State, Zip Code

- The Waiver of Notice of Hearing and Consent of Parent 2 or the alleged father accompanies this Application.
- Applicant states that the address of Parent 2 or the alleged father is unknown. Applicant has exercised all due diligence and made every reasonable effort to find the current address but cannot locate this individual.
- There is no person alleged to be the father of the minor.

The following official identify documents(s) contain a misspelling, inconsistency, or other error: *[Check all that apply]*

- Social Security Card
- Driver's License
- Passport
- State-issued Identification Card
- Other _____

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

Official identity document: _____

Name that needs conformed on this document: _____

Conformed legal name that should be stated on this document: _____

Official identity document: _____

Name that needs conformed on this document: _____

Conformed legal name that should be stated on this document: _____

Requested conformed legal name: _____
First Middle Last

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

The minor is one and the same person referenced in each of the official identity documents, despite the name discrepancy. But for the misspelling, inconsistency, or other error identified above, there would not be any discrepancy in the minor's chain of identity.

An Affidavit in support of this Application is attached.

All of the documentary evidence required by Local Rule or court order also accompanies this Application.

The Applicant will serve Notice of the Hearing on any nonconsenting parent or alleged father as the Court requires pursuant to R.C. 2717.14.

Applicant requests the Court to issue an order conforming the minor's legal name in the manner described in this Application so the minor's legal name and chain of identity are consistent on all of his or her official identity documents.

Attorney for Applicant

Applicant's Signature

CASE NO. _____

Typed or Printed Name

Typed or Printed Name

Address

Address

City State Zip

City State Zip

Telephone Number (include area code)

Telephone Number (include area code)

Email Address

Email Address

Attorney Registration No. _____

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R PUFFENBERGER, JUDGE

IN RE: THE NAME OF _____
(Present Name)

TO _____
(Requested Conformed Legal Name)

CASE NO. _____

**AFFIDAVIT IN SUPPORT OF APPLICATION
 TO CONFORM LEGAL NAME OF MINOR**
 [R.C. 2717.06]

State of Ohio }
 } SS
County of _____ }

The undersigned, in support of the Application to Conform Legal Name of Minor, deposes, says, and verifies the following.

Check all that apply:

- 1. Applicant has personal knowledge of the facts stated in this Affidavit;
- 2. The minor has been a bona fide legal resident of this county for a period of at least 60 days;
- 3. The Application is not being made for the purpose of evading any creditors or other obligations;
- 4. The minor is not a debtor in any currently pending bankruptcy proceeding;
- 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 Affidavit are accurate and complete.

 Date

 Applicant

Sworn to before me and subscribed in my presence the _____ day of _____

 Notary Public/Deputy Clerk

 Typed or Printed Name

Commission Expiration Date _____

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN RE: THE NAME OF _____
(Present Name)
TO _____
(Requested Conformed Legal Name)
CASE NO. _____

JUDGMENT ENTRY CONFIRMING LEGAL NAME OF MINOR
[R.C. 2717.10]

This matter came before the Court for consideration of an Application to Conform Legal Name of Minor. Upon review of all the evidence presented, the Court finds there is sufficient proof that a misspelling, inconsistency, or other error of the minor'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 minor's legal name.

Official identity document(s) that requires conformity of misspelling, inconsistency, or other error:

- | | |
|---|---|
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Driver's License |
| <input type="checkbox"/> Passport | <input type="checkbox"/> State-issued Identification Card |
| <input type="checkbox"/> Other _____ | |

Name that needs conformed on document(s): _____

Conformed legal name that should be stated on the document(s): _____
First Middle Last

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

The Court further orders that minor's conformed legal name is: _____
First Middle Last

It is so ordered.

Date _____, Probate Judge

CERTIFICATION OF JUDGMENT ENTRY

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

(Seal)

_____, Probate Judge
By: _____
Deputy Clerk

Date

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN RE: THE NAME OF _____
(Present Name)
TO _____
(Requested Conformed Legal Name)
CASE NO. _____

NOTICE OF HEARING ON CONFORMING LEGAL NAME
[R.C. 2717.08 and 2717.14]

Applicant gives notice that the Applicant has filed an Application to Conform Legal Name in this Court requesting the Court resolve discrepancies in the legal name of _____
First Middle Last
in one or more official identity documents.

A hearing on the Application will be held on _____, 20____, at _____ M. in the Probate Court of _____, County, Ohio located at _____.

Applicant's Signature

Typed or Printed Name

Address

City State Zip

Email Address

Note to Publisher: The above legal notice including the caption is to be published once in its entirety. Costs are to be paid by applicant and an Affidavit of Publication is to be furnished to applicant.

**PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFERNBERGER, JUDGE**

IN RE: THE NAME OF _____
(Present Name)
TO _____
(Requested Conformed Legal Name)
CASE NO. _____

**CONSENT TO NAME CONFORMITY
[R.C. 2717.14]**

The undersigned _____

[check one of the following 2 capacities by which your consent is given]

- Parent
- Alleged Father

hereby waives notice of the hearing on the Application to Conform Legal Name and consents to the conformed legal name of: _____

to _____

as proposed in the Application.

Sworn to before me and signed in my presence this _____ day of _____, 20____.

Deputy Clerk/Notary Public