

Instructions for Name Change (minors)

1. Obtain the name change documents from the Probate Court or on the Court's website at www.lucas-co-probate-ct.org. Please specify whether it is a name change for an adult or for a minor. **No name change is automatic. The Court will determine whether just cause exists to order the change of name.** The documents may be completed at the Probate Court or can be taken with you to be filled out at your discretion. The following information is relative to completing the documents properly:
2. **Application: Must be completed in blue or black ink or typed.**
 - Fill out the entire application. Leave the Journal Entry blank.
 - Fill out the entire name, including any applicable middle names. Mistakes or omissions could result in receiving the wrong name. **Please do not use any abbreviations or initials.**
 - Sign the form in front of a Deputy Clerk only.
3. **Notice: Must be completed in blue or black ink or typed.**

Fill out the Notice of Hearing form leaving blank the space for a hearing date which the clerk will assign when you appear to file the name change. If the name change is for a minor, and the father's address is unknown, **you must fill in a last known address** on the Notice of Hearing. The applicant will be billed for the publication fee from Toledo Legal News, which is a separate fee, and is not included in the filing fees.
4. **Consent: Must be completed in blue or black ink or typed.** (Only required if the name change is for a minor.)
 - If both parents are consenting to the name change of a minor, one parent is the applicant and the other must file their written Consent to Name Change, which must be signed in front of a Notary Public or a Deputy Clerk. The hearing may be held instanter and publication may be waived by the court.
 - If one parent does not sign a consent form, please inform the Deputy Clerk of their address and they will be served by certified mail. **Every effort must be made to obtain an address.** This includes, but is not limited to, searching the internet, phone books, etc., and/or contacting the parent at any family member's homes.
 - If one of the parent's names or address is unknown:
 - Please inform the Deputy Clerk who will give you the appropriate form(s).
 - You must also submit an affidavit in front of a Notary Public or Deputy Clerk stating the unknown name or address.

5. **You must have a certified copy of the child's birth certificate when you file along with a valid photo ID.** The birth certificate must state the place of birth. If you do not have valid photo ID you will need to provide documentation to the Court showing why you cannot obtain an ID as well as proof of residency. You must be able to document one year of residency in Lucas County.
 - Residency requirements: All applicants must be able to prove one calendar year of residency in Lucas County. In most cases we are able to use your picture ID as proof of residency. If not, you will need to prove one year of residency by providing the court with a billing statement which includes your name, address, and date. Date must be from one year prior to the filing date of the Application. If you do not have a valid ID, you must provide proof of current residence AND proof of residency from one year prior to the date of the filing of Application.
6. Court costs are due at the time of filing. The filing fees for a minor's name change are **approximately \$85.00. Filing fees can be paid by cash or check only.** Two certified copies of the Judgment Entry are included in the filing fees. You may purchase additional certified copies of the Judgment Entry for \$1.05 each. The court does not waive court costs for any reason.
7. Your hearing date will be assigned at the time you file. Hearing dates are set 60 days from the day that you file.
8. Approximately two weeks after you file you will receive a separate bill from Toledo Legal News for the publication fee. The cost of publication is **\$51.00** and can be paid by cash, check, or credit card. Payments are made to: Toledo Legal News 247 Gradolph Street Toledo, Ohio 43612. **The name change cannot proceed without publication being completed, unless at the time of Application, both parents file their written consents with the court.** Publication must be completed 30 days prior to the hearing date and failure to promptly pay may void your hearing date and could result in the name change application being dismissed.
9. If your child was born in the State of Ohio, the Probate Court will forward a copy of the Judgment Entry changing the name to the Department of Vital Statistics. **Your child's birth certificate will not be changed.** The Judgment Entry will be attached to the birth certificate. If the child was born outside the State of Ohio, you will need to mail a certified copy of the Judgment Entry changing the name to the Department of Vital Statistics in the State the child was born.
10. Please note, **if you fail to appear for your hearing, the application may be dismissed.**

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

IN RE: CHANGE OF NAME OF _____
(Present Name)
TO _____
(Name Requested)
CASE NO. _____

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

The applicant states that the applicant is the parent legal guardian guardian ad litem of the minor and that the minor has been a bona fide resident of _____ County, Ohio, for at least one year immediately prior to the filing of this application.

A certified copy of the minor's birth certificate is attached.

The applicant states that the name and address of Parent 1 of the minor is:

Name

Address

City Zip

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

Name

Address

City Zip

Applicant states that the address of Parent 1 Parent 2 or alleged father is unknown and cannot with reasonable diligence be ascertained.

There is no person alleged to be the father of the minor.

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

1) _____ has has not been convicted of, pleaded guilty to, or been adjudicated a
Initials delinquent child for identity fraud.

2) _____ has a has no duty to comply with R.C. 2950.04 or R.C. 2950.041 because the
Initials applicant was convicted of, pled guilty to, or was adjudicated a delinquent child for having committed a sexually oriented offense or a child-victim oriented offense.

CASE NO. _____

The applicant requests a change of name of the minor from _____
to _____
for the following reason: _____

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. In addition, notice will be given by the applicant to any non-consenting parent or alleged parent, whose addresses are known, by certified mail, return receipt requested.

Attorney for Applicant

Applicant's Signature

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)

Attorney Registration No.

JOURNAL ENTRY SETTING HEARING AND ORDERING NOTICE

The Court orders this application set for hearing on the _____ day of _____,
_____ at _____ o'clock _____m. The applicant is ordered to cause notice of the
application to be given by one publication in a newspaper of general circulation in this county at least
thirty (30) days prior to the hearing date, as well as certified mail service, return receipt requested, if
necessary, as required by law.

Judge Jack R. Puffenberger

By: _____
Deputy Clerk

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

IN RE: CHANGE OF NAME OF _____
(Present Name)

TO _____
(Name Requested)

CASE NO. _____

NOTICE OF HEARING ON CHANGE OF NAME
[R.C. 2717.01]

Applicant hereby gives notice to all interested persons and to _____,
(Necessary person whose address is unknown)

whose last known address is _____,

that the applicant has filed an Application for Change of Name in the Probate Court of _____

County, Ohio, requesting the change of name of _____

to _____.

The hearing on the application will be held on the ____ day of _____,

20____, at _____ o'clock ____ M. in the Probate Court of _____ County,

located in the Lucas County Court House, 700 Adams Street, Suite 200, Toledo, Ohio 43604.

Applicant's Signature

Typed or Printed Name

Address

City

State

Zip

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. PUFFENBERGER, JUDGE**

IN RE: CHANGE OF NAME OF _____
(Present Name)
TO _____
(Name Requested)
CASE NO. _____

CONSENT TO CHANGE OF NAME

The undersigned _____

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

- Parent Guardian Ad Litem
 Alleged Father

hereby waives notice of the hearing on the Application for Change of Name and consents to the change of 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

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

IN RE: CHANGE OF NAME OF _____
(Present Name)
TO _____
(Name Requested)
CASE NO. _____

CONSENT TO CHANGE OF NAME

The undersigned _____

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

- Parent Guardian Ad Litem
 Alleged Father

hereby waives notice of the hearing on the Application for Change of Name and consents to the change of 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