

Instructions for Change of Name of a Minor

Please review the Name Change packet, the clerk's are not attorneys and therefore cannot answer legal questions about your name change or how to complete the forms.

The documents that you file must be typewritten, legible AND completed in their entirety (Forms on our web site can be typed prior to printing). Illegible or incomplete documents may be refused for filing. All names (including middle names) and addresses must be complete, P.O. boxes are not permitted for the applicant's address. Incorrect addresses or incorrect spellings may result in your case being dismissed or continued with additional filings and/or court costs being required.

The minor child must be at least one year old (1) and a resident of Butler County for at least one(1) continuous year prior to the filing the Application for Change of Name of Minor. **If the minor is not at least one year old and has not lived continuously in Butler County for at least one year immediately preceding the filing of the application, the name change will be dismissed and your filing fees will not be refunded.**

A deposit of \$95.00 is required at the time of filing. Additional costs may be required the date of your hearing. Please confirm the amount with the clerk since filing fees may have changed subsequent to the publication of this instruction sheet. This fee must be paid in cash, check or money order. After the application is filed, your filing fees **will not** be refunded.

An application for change of name may be made on behalf of a minor by either of the minor's parents, a legal guardian, or a guardian ad litem. **Both natural parents of the child must consent or be notified of the hearing.** When an application is made on behalf of a minor, in addition to the notice (form 21.5) and proof of publication required, the consent (form 21.4) of both biological parents is required, if both consents are not available the applicant must give notice of the hearing (form 21.5) to the non-consenting parent(s) by certified mail, return receipt requested. If there is no known father named on the birth certificate, the notice shall be given to the person who the mother of the minor alleges to be the father.

The Court may deny any application where reasonable steps have not been taken to locate and notify the non-consenting parent.

A name change *does not* change the birth certificate, it is an addendum to the original one.

ALL FORMS MUST BE TYPEWRITTEN.

1. **At initial filing you will need:**
 - a. ***\$95.00 cash, check or money order.***
 - b. **Form 21.2 Application for Change of Name of Minor**
 - i. When filling out the form, make sure that you do not use initials, state the full legal name (first, middle and last) as it is now, and the full name (first, middle and last) that you are requesting.
 - ii. The case number and hearing date will be filled out by the clerk, all other information must be completed by the applicant prior to filing. If all information is not complete, the clerk may refuse to accept the document for filing.
 - iii. All documents must be typewritten; this is an official court document and therefore must be legible. If not legible, the clerk may refuse to accept the document for filing.
 - b. ***Certified copy of minor's birth certificate***
 - c. ***Certified copy of Deceased Parent's death certificate (if applicable)***
 - d. ***Certified copy of the Court Order Establishing Custody or Guardianship by a non-parent applicant (if applicable)***
 - e. **Form 21.4 Consent to Change of Name**
 - I. Each parent must complete this form in the presence of a Notary public or a deputy clerk. If a parent is unwilling to consent, see the instructions for Form 21.5
 - f. **Form 21.5 Notice of Hearing on Change of Name**
 - i. Complete all information that is requested except for the case number and hearing date.
 - ii. After filing, you will need to take this form to the newspaper for publication
 - iii. After filing, you will need to mail this form to the non-consenting parent by certified mail, return receipt requested.

2. Publish and mail the Form 21.5 Notice of Hearing on Change of Name

- a. You must publish the *Notice of Hearing on Change of Name 21.5* at least thirty (30) days before the hearing in one of the following newspapers. There is a separate fee for publication which will be paid to the newspaper.

- 1) Hamilton Journal News - Hamilton Oh.
- 2) Middletown Journal - Middletown, Oh.
- 3) Oxford Press - Oxford, Oh.

After publication is completed and you have paid the publication fees, the newspaper will send you a Proof of Publication. You must bring this document with you to the hearing. If the publication is not completed at least thirty days (30) days prior to the hearing, the name change cannot be granted, and you will be required to republish at additional costs to you.

- b. The applicant must mail this form to the non-consenting parent by certified mail, return receipt requested. The non-consenting parent must receive this notice at least seven days prior to the hearing.
- c. The return receipt (green card) must be brought to the hearing with a copy of the notice that was issued.

3. The day of the hearing you will need:

a. **Form 21.3 Judgment Entry- Change of Name of Minor**

- i. You must complete **ALL** information on this form above the Judge's signature line.
- b. **Proof of Publication** from the local newspaper
- c. **Proof of Service (Green Return Receipt) from Non-Consenting Parent**
- d. Photo identification

IF YOU DO NOT COMPLETE FORM 21.3 (JUDGMENT ENTRY - CHANGE OF NAME OF MINOR) IN IT'S ENTIRETY AND BRING IT TO THE HEARING WITH YOUR PROOF OF SERVICE TO THE NON-CONSENTING PARENT, PROOF OF PUBLICATION & PHOTO IDENTIFICATION, THE JUDGE OR MAGISTRATE MAY NOT BE ABLE TO GRANT YOUR APPLICATION .

FAILURE TO COMPLETE ALL FORMS IN THEIR ENTIRETY MAY RESULT IN YOUR HEARING BEING CANCELLED OR CONTINUED AND ADDITIONAL COURT COSTS BEING ASSESSED.

After the hearing, if the child was born in Ohio, it will be necessary for you to mail a certified copy of the judgment entry (one certified copy will be provided by the Court) to the Bureau of Vital Statistics, 246 North High Street, P.O. Box 15098 Columbus, Ohio 43215-0098. This will become an addendum to the minor's birth certificate. This will not change the original birth certificate.

PROBATE COURT OF BUTLER COUNTY, OHIO

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 the mother of the minor is:

Name

Address

City

State

Zip

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

Name

Address

City

State

Zip

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

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

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 father, 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. _____

JUDGMENT ENTRY SETTING HEARING AND ORDERING NOTICE

The Court orders this application set for hearing on the _____, _____,
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.

Probate Judge

By: _____
Deputy Clerk

PROBATE COURT OF BUTLER COUNTY, OHIO

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 3 capacities by which you consent is given]

- Mother
- Father
- 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 _____, _____

Deputy Clerk/Notary Public

PROBATE COURT OF BUTLER COUNTY, OHIO

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 3 capacities by which you consent is given]

- Mother
- Father
- 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 _____, _____

Deputy Clerk/Notary Public

PROBATE COURT OF BUTLER COUNTY, OHIO
RANDY T. ROGERS, JUDGE

IN RE: CHANGE OF NAME OF _____
(Present Name)
To _____
(Name Requested)
Case No. _____

NOTICE OF HEARING ON CHANGE OF NAME

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 Butler County, Ohio, requesting the
change of name of _____

to _____.

The hearing on the application will be held on the _____ day of _____, _____, at
_____ o'clock _____ .m. in the Probate Court of Butler County located in the Historical Butler County Courthouse,
101 High St., Second Floor Hamilton, OH 45011

Applicant's Signature

Typed or Printed Name

Address

City State Zip

Notice 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 BUTLER COUNTY, OHIO

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

To _____
(Name Requested)

Case No. _____

JUDGMENT ENTRY - CHANGE OF NAME OF MINOR

On _____ an application for change of name was heard by this Court. The Court finds that proper notice of the application and hearing date was given by one publication in a newspaper of general circulation in this county at least thirty days prior to the hearing on the application and proper notice was given to the legal parents, known, father, or alleged father, as required by law. The Court further finds that reasonable and proper cause exists for changing the name and the name change is in the best interest of the minor.

The Court finds the minor's complete name at birth was _____, the minor's date of birth was _____, and the place of birth was

City County State

Therefore, it is **ORDERED** the name of _____
be changed to _____

Probate Judge

CERTIFICATION OF JUDGMENT ENTRY

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

Probate Judge/Clerk

By: _____
Deputy Clerk

Date