

**PROBATE COURT OF FRANKLIN COUNTY, OHIO****JEFFREY D. MACKEY, JUDGE****MINOR NAME CHANGE****1. HOW TO APPLY FOR A NAME CHANGE**

A. ONLINE: Go to “**[efiling.franklincountyohio.gov](http://efiling.franklincountyohio.gov)**” to request an account and apply for your name change online. All applicants are encouraged to file online.

B. PAPER: If you are not able to complete an online application, complete the forms and return to the court.

Mail: Franklin County Probate Court  
373 S. High Street, 22<sup>nd</sup> Floor  
Columbus, Ohio 43215

Dropoff: Franklin County Probate Court **Drop Box**  
**LOBBY:** 369 S. High Street  
Columbus, Ohio 43215

**2. COST**

A. The cost to file a Name Change Application in the Probate Court is \$128.00 plus the cost of publication.

B. You may choose to publish in the Daily Reporter for \$30 or in The Columbus Dispatch for \$60.

<b>Total Cost (select one):</b>	Publish in the Daily Reporter	\$158
	Publish in The Columbus Dispatch	\$188

C. How to pay:

1. Filing ONLINE: Credit Card
2. Filing by MAIL: **Money Order** payable to the Franklin County Probate Court
3. Filing IN PERSON: **Money Order** payable to the Franklin County Probate Court or Cash

**3. RESIDENCY**

Under Ohio law, the parent/applicant must live in Franklin County for at least one-year prior to the filing of your application to change your name. **When you file your application, you must provide a copy of a valid, government issued, picture I.D. with a current address.**

If your picture I.D. does not have your current address, you must provide forms that prove residency such as: a lease, rental agreement, bill of sale for purchase of a house, utility bill, or other information that will prove that you have lived in Franklin County for at least one year prior to your application.

**4. NAME CHANGE HEARINGS**

You must attend your name change hearing. **Hearings are conducted by telephone.** The Court will call you at the telephone number you provide on your application. Multiple hearings are scheduled at the same time, so you may be called up to an hour after the scheduled start time. Plan to have your ID and be available for the telephone call within an hour of the scheduled time. The magistrate will ask you questions, review the information, and render a decision.

## 5. NOTICE TO OR CONSENT FROM NON-APPLICANT PARENT

The law says that the consent of both living, legal parents of the minor shall be filed. Consent can be given on Form PC-NC-21.4, in this packet. This form must be signed and notarized by the non-applicant parent and filed before the hearing date.

If the non-applicant parent does not consent to the name change, the applicant must notify that parent of the hearing by certified mail through the United States Postal Service. The certified mail green card with signature must be filed with the court prior to the hearing to show notification of the hearing was received by the non-consenting parent.

If the address on the certified mail is correct, but the certified mail is unclaimed or refused, the applicant must file the entire envelope with the green card still attached. In this situation, the applicant must then send notice of the hearing by regular mail through the USPS to the non-consenting parent and the applicant must file proof from the USPS of regular mail sent.

## Frequently Asked Questions

### Q. Who can file for the minor's name change?

An application can be filed for a minor by either of the minor's parents, legal guardian, or guardian ad litem.

### Q. What if I do not know how to contact my child's other parent?

The law requires that you prove to the court that you made reasonable efforts to find the other parent. The court will require you to testify under oath regarding the efforts you made to find the other parent. If valid notice is not given to the other parent and the name change is approved it is subject to reversal at a future date.

### Q. What if I do not know the identity my child's father?

If a father's name is not on the Birth Certificate, and no one has been legally determined to be the father, and the applicant does not know who the father is, then consent is not required.

### Q. What if I'm a victim of domestic violence and I do not want my abuser to know my child's name?

You should seek the advice of an attorney before filing anything with this court.

### Q. May I obtain a new Birth Certificate for my child with the new name?

It depends on the state where the minor was born. You must present the certified name change entry (issued by this court after your hearing) to the health department vital statistics in the state in which the child was born.

In Ohio, the Entry Changing Name from this court does not change the birth certificate; however, the Entry Changing Name does become part of the person's birth record.

### Q. Does changing my child's last name to my spouse's or domestic partner's name work the same as an adoption?

No. Consult with an attorney if you are interested in pursuing an adoption for your child.

### Q. How do I add or correct the father listed on my child's birth certificate?

The Probate Court only has jurisdiction to change your child's name. You may contact the Franklin County Child Support Enforcement Agency or Juvenile Court to obtain information about filing an acknowledgement of paternity or filing a Complaint to Establish the Non-Existence of a Father/Child Relationship to correct the father listed on the birth certificate. You may be able to change the child's last name in that process as well.

### Q. How long does the name change process take?

60-90 days after the application is filed.

**PROBATE COURT OF FRANKLIN COUNTY, OHIO**  
**JEFFREY D. MACKEY, JUDGE**

**MINOR NAME CHANGE APPLICATION INFORMATION**

Please review this packet of documents and the attached Instructions. Probate Court clerks cannot answer legal questions about your name change. **It is required by law that you be a resident of Franklin County for at least one continuous year before you file your application.** If you have not lived in Franklin County for at least one year, your application will be dismissed and your **filing fees will not be refunded.**

**FILING FEES AND ALL OTHER COSTS SHALL BE PAID  
 BY CREDIT/DEBIT CARD THROUGH THE e-FILING  
 SYSTEM BY MAIL WITH A MONEY ORDER OR IN PERSON  
 WITH CASH/MONEY ORDER**

Statute requires publication of the proposed name change and hearing date and time in a newspaper of general circulation in the county. You have two publication options in Franklin County, The Columbus Dispatch which costs \$60.00 or The Daily Reporter at \$30.00. You will be able to make this selection at case initiation through the e-Filing system.

The Court will select the date and time of the hearing. **Check your preferred date and time below:**

- ☐ Tuesday AM
- ☐ Thursday PM

If you are attempting to change the name of a minor, the parents of the minor, including the alleged father, must consent to the name change or receive legal notice of the name change. **The parent or alleged father must receive legal notice of the filing of the name change application and the hearing that is scheduled, regardless of the amount of contact with the child or the amount of support paid.**

In a minor name change, if a parent does not consent, the applicant must prove by clear and convincing evidence that the name change is in the minor's best interest. This may require witnesses and evidence to be presented at a hearing. If you have any questions as to how to present your case, you should consult with an attorney.

The papers you file must be typed or written in ink and must be legible. Illegible documents will not be accepted for filing. All names and addresses must be complete. Use middle names instead of middle initials. P.O. Boxes are not permitted for the applicant's address. Incorrect spellings or incorrect addresses may result in additional costs to you as well as a delay in the change of name.

**ONCE A NAME CHANGE APPLICATION HAS BEEN FILE,  
 THERE WILL BE NO REFUNDS OF COURT COSTS ISSUED.**

# PROBATE COURT OF FRANKLIN COUNTY, OHIO

JEFFREY D. MACKEY, JUDGE

PC-NC-21.0C-Minor (Rev. 2-2021)

## DOCUMENT CHECK LISTS

Documentation required to be filed **with** the Minor Name Change Application.

\_\_\_ Copy or scan of the minor's birth certificate.

Note: Include proof of parentage from a court or government agency if not on the birth certificate.

\_\_\_ Copy or scan of death certificate of a deceased parent.

\_\_\_ Copy or scan of the applicant's unexpired photo identification (Government issued).

\_\_\_ Proof of residency for applicant if not included on the photo identification above.

Documentation required to be **filed at least one week before the hearing.**

\_\_\_ Signed and notarized Consent to Change of Name of non-applicant parent (form PC-NC021.4)

\*OR\*

\_\_\_ Return receipt of certifice mail notice to non-applicant parent.

\*OR\*

\_\_\_ Affidavit that non-applicant parent cannot be found including an explanation of the applicant's attempts to locate the parent (form PC0NC021.2E)

## **NAME CHANGE STATUTE**

[R.C. 2717.01]

- (A) (1) A person desiring a change of name may file an application in the probate court of the county in which the person resides. The application shall set forth that the applicant has been a bona fide resident of that county for at least one year prior to the filing of the application, the cause for which the change of name is sought, and the requested new name. The application shall require the applicant to state whether the applicant has been convicted of, pleaded guilty to, or been adjudicated a delinquent child for identity fraud or has a duty to comply with section 2950.04 or 2950.041 of the Revised Code 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.

- (2) Except as provided in division (A)(4) of this section, notice of the application shall be given once by publication in a newspaper of general circulation in the county at least thirty days before the hearing on the application. The notice shall set forth the court in which the application was filed, the case number, and the date and time of the hearing.
- (3) Except as provided by division (C) of this section, upon proof that proper notice was given or that notice was waived under division (A)(4) of this section and proof that the facts set forth in the application show reasonable and proper cause for changing the name of the applicant, the court may order the change of name.
- (4) If an applicant for a change of name submits to the court, along with the application described in division (A)(1) of this section, satisfactory proof that the publication of the notice under division (A)(2) of this section would jeopardize the applicant's personal safety, both of the following apply:
  - (a) The court shall waive the notice requirement.
  - (b) If the court orders the change of name under division (A)(3) of this section, the court shall order the records of the change of name proceeding to be sealed and to be opened only by order of the court for good cause shown or at the request of the applicant for any reason.
- (B) 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. When application is made on behalf of a minor, in addition to the notice and proof required pursuant to division (A) of this section, the consent of both living, legal parents of the minor shall be filed, or notice of the hearing shall be given to the parent or parents not consenting by certified mail, return receipt requested. If there is no known father of the minor, the notice shall be given to the person who the mother of the minor alleges to be the father. If no father is so alleged, or if either parent or the address of either parent is unknown, notice pursuant to division (A) of this section shall be sufficient as to the father or parent.

Any additional notice required by this division may be waived in writing by any person entitled to the notice.

- (C) (1) The court shall not order a change of name under division (A) of this section if the person applying for a change of name or for whom the application for a change of name is made has a duty to comply with section 2950.04 or 2950.041 of the Revised Code because the applicant or the person on whose behalf the application for a change of name is made 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.
- (2) The court shall not order a change of name under division (A) of this section if the person applying for a change of name or for whom the application for a change of name is made has pleaded guilty to, been convicted of, or been adjudicated a delinquent child for committing a violation of section 2913.49 of the Revised Code unless the guilty plea, conviction, or adjudication has been reversed on appeal.
- (3) As used in this division, "sexually oriented offense" and "child-victim oriented offense" have the same meanings as in section 2950.01 of the Revised Code.

**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 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 applicant has been a bona fide resident of Franklin 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

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

☐ and the name and address of parent 2 of the minor is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

☐ and the name and address of any other parent or alleged parent of the minor is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

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

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

CASE NO. \_\_\_\_\_

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

\_\_\_\_\_ ☐ has ☐ has not been convicted of, pleaded guilty to, or been adjudicated a delinquent child for identity fraud.  
Initials

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

☐ The applicant requests a change of name of the minor from \_\_\_\_\_  
to \_\_\_\_\_  
for the following reason: \_\_\_\_\_  
\_\_\_\_\_

☐ The location of the birth of the minor \_\_\_\_\_  
(City, State, County and Country)

The applicant states that there is reasonable and proper cause to change the minor's name, that the change of name is in the minor's best interest, and that the change of name is not being done for any improper purpose, including but not limited to:

1. Avoid law enforcement authorities;
2. Obstruct any person's right of custody or visitation.

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 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

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Attorney's Registration No.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number (include area code)

**PROBATE COURT OF FRANKLIN COUNTY, OHIO**  
**JEFFREY D. MACKEY, JUDGE**

IN RE: CHANGE OF NAME OF \_\_\_\_\_  
 TO \_\_\_\_\_ Present Name  
 \_\_\_\_\_ Name Requested  
 CASE NO. \_\_\_\_\_

**ACKNOWLEDGMENT OF APPLICANT  
 SANCTIONS FOR FAILURE TO APPEAR AT HEARING**

- \_\_\_\_\_ 1. The undersigned applicant acknowledges that the applicant must appear by telephone for the scheduled hearing, or arrange for a continuance in writing prior to the date and time of the scheduled hearing; and must pay the court cost associated with an entry continuing the hearing.
- \_\_\_\_\_ 2. Applicant acknowledges that if they do not appear by telephone at the initial hearing day, and have not arranged for a continuance in writing prior to the date and time of the scheduled hearing, they will have only 30 days to appear and reschedule the hearing; and the applicant must pay the court cost associated with an entry continuing the hearing.
- \_\_\_\_\_ 3. Applicant acknowledges that if the applicant does not appear within 30 days of the last scheduled hearing date, the case will be closed, and a new application must be filed with new publication notice and new payment of court costs.
- \_\_\_\_\_ 4. The applicant states that they can read and write the English language and have all their questions answered by the deputy clerk.
- \_\_\_\_\_ 5. The applicant does not understand the written English language and requests an interpreter to appear at the hearing with them. The interpreter should be able to read and write English and my language of \_\_\_\_\_.

\_\_\_\_\_  
 Applicant

\_\_\_\_\_  
 Date



**PROBATE COURT OF FRANKLIN COUNTY, OHIO**  
**JEFFREY D. MACKEY, JUDGE**

IN RE: CHANGE OF NAME OF \_\_\_\_\_

Present Name

TO \_\_\_\_\_

Name Requested

CASE NO. \_\_\_\_\_

## AFFIDAVIT

STATE OF OHIO, COUNTY OF FRANKLIN, ss:

\_\_\_\_\_, being first duly sworn according to law, states that:

☐ \_\_\_\_\_ is the parent or alleged father of \_\_\_\_\_ minor, and  
 that said person's whereabouts is unknown and cannot with reasonable diligence be ascertained.

I have taken the following actions to ascertain the whereabouts of the father or alleged father of the minor:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

☐ There are no persons alleged to be the father of said minor.

\_\_\_\_\_  
 Applicant's Signature

Sworn to and subscribed before me a Notary Public or Deputy Clerk of the Probate Court on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public/Deputy Clerk

### ATTENTION

The Judge/Magistrate hearing this case will ask you what you have done to find the  
 above named parent.

**PROBATE COURT OF FRANKLIN COUNTY, OHIO**  
**JEFFREY D. MACKEY, 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 3 capacities by which your 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

Sworn to and subscribed before me a Notary Public or Deputy Clerk of the Probate Court on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public/Deputy Clerk