

Checklist **Name Change of Adult**

Filing Fees

Court Costs: \$95.00

Requirements

You may apply for a name change **only** if you have been a Belmont 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. Copies of the Judgment Entry will be mailed to the applicant after approval.

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

Note:

You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.

Initial Filing

- 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)
- Photocopy of Social Security Card (social security number 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 (Court staff cannot notarize documents)
- Judgment Entry Changing Name of Adult (Form 21.1)

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.

- Application to Waive Publication Requirement/Seal File and Judgment Entry Waiving Publication (Form 21.6)

PROBATE COURT OF BELMONT COUNTY, OHIO
Albert E. Davies, Judge

IN RE: THE NAME OF _____
Present Name
CASE NO. _____

APPLICATION FOR CHANGE OF NAME OF ADULT
[R.C. 2717.02 and 2717.03]

Applicant is an adult and has been a bona fide resident of Belmont County, Ohio, for at least sixty (60) days immediately prior to the filing of this application.

Applicant requests a change of name from _____
to _____
for the following reason: _____

An affidavit in support of this Application is attached.

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. _____

PROBATE COURT OF BELMONT COUNTY, OHIO
Albert E. Davies, Judge

IN RE: THE NAME OF _____
Present Name
CASE NO. _____

**AFFIDAVIT IN SUPPORT OF
APPLICATION FOR CHANGE OF NAME OF ADULT
(R.C. 2717.06]**

State of Ohio, County of Belmont, SS.

The undersigned, in support of the Applicant's Application for Change of Name of Adult, deposes, says and verifies all of the following:

- (1) The Applicant has been a bona fide resident of Belmont, County, Ohio, for at least sixty (60) days immediately prior to the filing of the Application;
- (2) The Application is not made for the purpose of evading any creditors or other obligations;
- (3) The Applicant is not a debtor in any currently pending bankruptcy proceeding;
- (4) The Applicant has not been convicted of, pleaded guilty to, or been adjudicated a delinquent child for identity fraud;
- (5) The Applicant does not have a duty to comply with R.C. 2950.04 or R.C. 2950.041 because the Applicant was NOT convicted of, pleaded guilty to, or was adjudicated a delinquent child for having committed a sexually oriented offense or a child-victim oriented offense;
- (6) Any other information relevant to the Application _____

- _____
- (7) All documentary evidence submitted with the Application is true, accurate and complete.

Applicant

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

Notary Public

**PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE**

IN RE: THE NAME OF _____
Present Name

CASE NO. _____

JUDGMENT ENTRY - CHANGE OF NAME OF ADULT

On _____ an application for change of name was heard by this Court. The Court finds that Applicant has provided sufficient proof that the facts in the application show reasonable and proper cause for changing the name.

The Court finds that the applicant's complete name at birth was _____

Applicant's date of birth was _____, and the place of birth was

City County State

Therefore, it is **ORDERED** the name of _____

be changed to _____

Albert E. Davies, Probate Judge

CERTIFICATION OF JUDGMENT ENTRY

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

Albert E. Davies, Probate Judge/Clerk

By _____
Deputy Clerk

Date

**PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE**

IN RE: THE NAME OF _____

CASE NO. _____

**APPLICATION TO WAIVE PUBLICATION REQUIREMENT AND SEAL FILE
[R.C. 2717.11]**

Now comes _____, pursuant to R.C. 2717.11, hereby requests this Court to waive the publication requirement and order the file in the above-captioned matter be sealed. The publication of notice in a newspaper of general circulation will jeopardize the applicant's personal safety for the following reason:

Exhibit(s) attached in support of application, if any. (E.g., Police Report, Court Order or Protective Order)

Attorney for Applicant

Applicant's Signature

JUDGMENT ENTRY WAIVING PUBLICATION AND SEALING FILE

It is hereby ORDERED that the publication requirement for the Application for Change of Name is waived, and the file in the above-captioned matter be and hereby is sealed pursuant to R.C. 2717.11.

Albert E. Davies, Probate Judge