

MIAMI COUNTY PROBATE COURT

(www.co.miamicountyohio.gov)

CHECKLIST: CHANGE OF NAME FOR MINOR

- Forms must be typewritten or printed legibly in ink
- Names must be completed in full
- There may be additional requirements based upon the specific circumstances in the case
- Filing a Change of Name *WILL CHANGE THE NAME ON THE BIRTH CERTIFICATE*
- Ohio law will not allow the applicant to change their gender marker on their Ohio birth record

According to the Ohio Department of Health, before a name change is filed for a minor who has no father listed on the birth certificate: If the father is willing to be added, the parents can sign an **Acknowledgment of Paternity Affidavit** at no cost making it unnecessary to file for a change of name. That affidavit is filed with the Department of Job and Family Services. If both parents agree, the Paternity Affidavit allows them to change the child's name at the same time the biological father is added with just their notarized signatures. A Paternity Affidavit can be obtained at any local health department in Ohio or by calling the Central Paternity Registry at 1-888-810-6446.

INITIAL FILINGS / REQUIREMENTS:

- Court cost due at time of filing (Local Rule 58.1). There may be additional court cost due during the name change process.
- Form 21.2 – Application for Change of Name of Minor** (R.C. 2717.01)
- Minor must be a resident of Miami County, Ohio for at least one year immediately prior to filing of application. Applications will not be accepted for minors under one (1) year of age.
- Applicant's driver's license or state I.D. is to be presented at the time of filing.
- Original or certified copy of the birth certificate of the minor.
- Certified copy of the death certificate (for deceased parent(s)).
- Certified copy of Court order granting legal custody (legal custodian only).
- A hearing date will be assigned at a later date and mailed to the applicant or their attorney.
- Form 21.4 – Consent to Change of Name**
 - Mother, father, alleged father, stepparent, legal custodian(s), guardian ad litem(s).
 - Check with the Court for consent requirements.

Form 21.5 – Notice of Hearing on Change of Name

- After the hearing has been scheduled, the court will coordinate the publication with a newspaper of general circulation in Miami County. The cost for the publication is paid from the filing fees you deposited when filing the application. The publication must appear in the newspaper, one time, at least 30 days prior to the hearing date.

Form 21.6 Application to Waive Publication Requirement and Seal File, *IF APPLICABLE*, (R.C. 2717.01(A)(4)

- Must attached documentation / proof that the publication would jeopardize the minor's personal safety.

Form ESH - Entry Setting Hearing (Only necessary if Form 21.6 Application to Waive Publication Requirement and Seal File is filed)

Form 45D - Confidential Disclosure of Personal Identifiers (SupR 45(D))

Form AFF 3 - Affidavit - 3 Attempts to Locate

- Contact the Court for further requirements.

Form NP – Notice to Parent

- Who has not consented and whose address is known. The court will mail the Notice, by certified mail to the parent who has not consented.

Form REQ I - Request for Interpreter (Only necessary if there is need for a foreign language or a deaf interpreter at the hearing)

Form VSI - Vital Statistics Informational Form (Only necessary if the child was born outside the state of Ohio)

HEARING REQUIREMENTS:

Form MTCH - Motion to Continue Hearing (additional costs may be required)

Form 21.3 – Judgment Entry – Change of Name of Minor

- The attorney of record or the applicant will receive 2 certified copies of the Judgment Entry if the name change is approved,
- The Judgment Entry for Change of Name will change the name of the child on their birth certificate.

ADDITIONAL INFORMATION:

- If the child was born in Ohio, the Court will send a certified copy of the Judgment Entry for Change of Name to: Ohio Department of Health, Columbus, Ohio. After they record the child's new information (it may take up to 2 weeks) the applicant may obtain a new birth certificate for the child from any Public Health Department in Ohio.

- Any questions regarding updating your birth record should be directed to the customer service team at the Bureau of Vital Statistics at 614.466.2531 or email VitalStat@odh.ohio.gov.

- If the child was born outside the state of Ohio, the Court will send a certified copy the Judgment Entry for Change of Name to the Department of Vital Statistic for that state. Applicant will need to check the proper procedure in that state for obtaining a new birth certificate for the child.

NOTES
