

Checklist **Conforming a Legal Name of an Adult**

Filing Fees

Court Costs: \$99.00 Once a name conformity application has been filed, there will be no refunds.

** Additional costs may be incurred for certified mail service or publication*

Business in this Court is conducted on a cash or credit card basis only

Requirements

You may apply for a name conformity **only** if you have been a Ross County resident for the past 60 days. If you have not lived in Ross County for at least sixty days, your application will be dismissed and your filing fees will not be refunded.

Notice

The clerk is not an attorney and cannot answer questions about your name change.

The Process

The documents listed below must be prepared by the applicant or 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 do one of the following:

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

Note:

- ***All paperwork must be typed or written in ink and must be legible. Illegible documents will be refused for filing.***
- ***All filings must be single-sided. We will not accept double-sided originals.***
- ***You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.***

Initial Filing

- Self-Representation Acknowledgment, *if applicable*
 - This form **must** be filed if applicant is not represented by an attorney.
- Application for Conforming Legal Name of Adult (Form 21.7)
- Judgment Entry Setting Hearing and Ordering Notice Name Change (Form 21.03)
- Photocopy of the following documents are required to be submitted with the application:
 - Birth Certificate
 - Driver's License or State ID (if any)
 - Social Security Card *with the social security number redacted pursuant to Sec 2717.01 (D)* However you will need to verbally provide the full number at the time of filing so that a background check can be completed
 - Marriage Record (if any)
 - Divorce Decree (if any)
 - Passport (if any)
 - Any identity document relating to the application to conform legal name
- Affidavit in Support of Application to Conform Legal Name of Adult (Form 21.07)
 - This must be notarized by a Notary Public before being submitted for filing (Court staff cannot notarize documents)
- Judgment Entry Conforming Legal Name of Adult (Form 21.8)
 - If more than one document needs to be conformed, a separate Judgement Entry must be provided for each document
- Name Change Application Supplement Affidavit

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 conformity. The applicant must provide proof that it would jeopardize the applicant's or Adult's personal safety to have the name change on the public record. Please refer to R.C. 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 conformity. If so, the Court will contact the applicant or attorney to set a hearing, if determined necessary.

- Application to Waive Publication and Seal File (Form 21.6)