

## ADULT NAME CHANGE CHECKLIST

### Filing Fees

\$120.00 (additional fees may apply)

### Requirements

You may apply for a name change **only** if you have been a Fairfield 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, or hold a formal hearing on the application.

**Note: All paperwork must be typed. We will not accept handwritten documents.  
All filings must be single-sided. We will not accept double-sided originals.  
You must list the individuals full name on all paperwork (first, middle, last). No initials may be used.**

### Initial Filing

- Self-Representation Acknowledgement (FC Form 75.1), *If applicable*.
  - This form must be filed if applicant is not represented by an attorney.
- Contact Information Form (FC Form 75.3-A)
- Application for Change of Name of Adult (Form 21.0)
- Affidavit in Support of Application for Change of Name of Adult (Form 21.01)
- Record Check Authorization, Waiver and Consent Form
- Judgment Entry Change of Name of Adult (Form 21.1)
- Copy of Applicant's Birth Certificate

### 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, and requires that the Court have proof that publication would jeopardize the applicant's personal safety. Please refer to Ohio Revised Code section 2717.11 to determine if you meet the requirements.

In addition to the above forms, 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 his/her attorney, to set a hearing.

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