

## MINOR NAME CHANGE CHECKLIST

### Filing Fees

\$120.00 (if both parents' consent provided)

\$225.00 (if both parents' consent are not provided)

### Requirements

You may apply for a name change **only** if the minor has been a Fairfield County resident for the past 60 days.

### 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:

- **If both natural parents' consent are provided**, the Court may dispense with a hearing and make a ruling on the application. Copies of the Judgment Entry will be mailed to the applicant upon approval.
- **If both natural parents' consent are not provided**, the Court will set the application for a formal hearing. The applicant will be required to appear. The non-consenting parent will be served with notice of the hearing.

All hearings are set approximately 6 weeks from the date of filing. The Court will issue a Judgment Entry Setting Hearing and Ordering Notice, directing how service on the non-consenting parent will be performed.

- If the non-consenting parent is to be served by certified mail, the Court will issue service;
- If the non-consenting parent will be served by publication, personal service or other method of service pursuant to Civ. R. 73, the Court will coordinate with a newspaper of general circulation in Fairfield County, and have the Notice published one time, at least 30 days prior to the hearing. After it has been published, the newspaper will send the Proof of Publication to the Court.

The Court reserves the right to require additional documentation be submitted to support the 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 Minor (Form 21.2)
- Copy of minor's Birth Certificate

- Affidavit in Support of Application for Change of Name of Minor (Form 21.02)
- Waiver of Notice of Hearing and Consent to Change of Name of Minor (Form 21.4)
- Judgment Entry Change of Name of Minor (Form 21.3)
- Record Check Authorization, Waiver and Consent Form

**If both parents' consents are not provided** with the application the following must be filed;

- Notice of Hearing on Change of Name (Form 21.5)
- Affidavit for Unknown Address of a Parent and Request for Service by Publication; *if applicable*
- Judgment Entry Setting Hearing and Ordering Notice (Form 21.03)

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)