

## GETTING A COURT ORDER FOR NAME CHANGE LUCAS COUNTY

### What to File:

- You will need:
- 1) Completed Application for Change of Name  
(Adults: Record check release and info sheets, form 21.0, form 21.5)  
(Minors: Information sheet, forms 21.2, 21.4, 21.5);
  - 2) Certified copy of birth certificate;
  - 3) Government-issued photo ID (ex. driver's license, state ID card);
  - 4) Proof of residency (ex. utility bill, lease agreement); and
  - 5) Filing fee (\$64.00 Adults and \$66.00 Minors).

Note: An applicant for change of name must have lived in Lucas County for at least a year at the time of the application. The applicant must present proof of residency, such as a utility bill, lease agreement, or anything proving you have lived in Lucas County for at least one year. The applicant must also sign the Application for Change of Name, which includes a statement that the applicant has lived in the county for at least one year immediately prior to filing the application.

Note: The Lucas County Probate Court does not grant fee waivers for name changes. Equitas Health and TransOhio are currently working to secure financial assistance for those who need help with fees.

### Where to File:

File in person at the Lucas County Probate Court, located at 700 Adams St., Suite 200, Toledo, OH 43604 (419) 213-4775.

### Fees:

There is a \$64.00 filing fee Adults and a \$66.00 filing fee Minors. The court only accepts cash or checks made out to Lucas County Probate Court.

### Tips for Filing:

- Use your full middle name instead of your middle initial.
- You can either type the application or write using blue ink. If handwriting, make sure it is legible.

### Publication:

Notice of your name change application must be published **at least 30 days before** your hearing in the Toledo Legal News. The court will send the required information to the newspaper on your behalf, and you will receive a bill for \$51.00 from the newspaper about two weeks later. Pay this bill promptly so you do not miss the 30-day requirement.

### Hearing:

Lucas County Probate Court, 700 Adams St., Suite 200, Toledo, OH 43604, (419) 213-4775.

### After the Hearing:

Once the court grants your name change, you will receive a certified copy of the court order. We suggest requesting at least six copies of this document. The cost for additional copies will be \$1.50.

*The materials available at this form or web site are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney or call the probate court to obtain advice with respect to any particular issue or problem.*