

## GETTING A COURT ORDER FOR NAME CHANGE MONTGOMERY COUNTY

### What to File:

- You will need:
- 1) Completed Application for Change of Name  
(Adults: Forms 21.0, 21.1, MC 21.1.1, 21.5)  
(Minors: 21.2, 21.3, MC 21.3.1, 21.4, 21.5);
  - 2) Certified copy of birth certificate (minors only);
  - 3) Current photo identification (ex. driver's license); and
  - 4) Filing fee (~\$202 Adults, ~\$242 Minors.

Note: An applicant for change of name must have lived in Montgomery County for at least a year prior to filing. Proof of residency is not required; however, the applicant must 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: Adult applicants must complete a BCI background check prior to filing their name change application with the court. For a list of service providers and a sample background check request form, see [http://www.mcohoio.org/document\\_center/CourtProbateDivision/BCI\\_Background\\_Check\\_Information.pdf](http://www.mcohoio.org/document_center/CourtProbateDivision/BCI_Background_Check_Information.pdf). Tell the background check agency to mail your results to: Montgomery County Probate Court, 41 North Perry St., Second Floor, Dayton, OH 45422. The results will typically arrive at the court within 30 days.

Note: Adults do not have to provide a copy of their birth certificate. However, minor applicants are required to provide a certified copy of their birth certificate to the court.

### Where to File:

You should file in person at the Montgomery County Probate Court clerk's counter, located at 41 North Perry St., Second Floor, Dayton, Ohio 45402, (937) 225-4640.

### Fees:

The filing fee will be about \$202 Adults, and about \$242 Minors. You may pay with cash, money order, or credit or debit card (no personal checks. Make the money order payable to Montgomery County Probate Court.

### Tips for Filing:

- Use your full middle name instead of your middle initial.
- The application forms **must be typed**. The spaces requiring your initial or signature must be handwritten in blue ink. Use your current legal name to initial and sign these documents.

### Publication:

Notice of your name change must be published one time **at least 30 days before** your hearing in the Dayton Daily News. The court will take care of this requirement for you, and the cost for this services is included in the cost of publication.

### Hearing:

Montgomery County Probate Court, 41 North Perry Street, Dayton, Ohio 45422, (937) 225-4640. After your name change is granted, you should request at least 6 copies of the entry approving the name change. These additional copies may be obtained for \$2.25 each.

*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.*