

Checklist **Name Change of Minor**

Filing Fees

Court Costs: \$200.00

* Additional costs may be incurred for certified mail service or additional fees

Requirements

You may apply for a name change **only** if the minor has been a Belmont 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:

- o If **both natural parents' consents 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.
- o If **both natural parents' consents are not provided**, the Court will set the application for a formal in-person 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.

- o If the non-consenting parent is to be served by certified mail or by publication, the Court will issue service.
- o If a parent or alleged father's whereabouts are unknown, the Court will publish notice of the hearing, at the applicant's expense, to the parent or alleged father who has not consented in a newspaper of general circulation in Belmont County, one time at least 30 days before the hearing.

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:

You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.

Initial Filing

- Application for Change of Name of Minor (Form 21.2)
- Photocopy of minor's Birth Certificate
- Photocopy of minor's Driver's License or State ID (if any) (driver's license number, issuance date and expiration date must be redacted)
- Photocopy of minor's Social Security Card (social security number must be redacted)
- Affidavit in Support of Application for Change of Name of Minor (Form 21.02)
 - o This must be notarized by a Notary Public before being submitted for filing (Court staff cannot notarize documents)
- Judgment Entry Changing Name of Minor (Form 21.3)
- Waiver of Notice of Hearing and Consent to Change of Name of Minor (Form 21.4)
 - o Both parents of the minor must sign this waiver to dispense with a hearing on the application

If both parents' consents are not provided with the application, the following must be filed:

- Judgment Entry Setting Hearing and Ordering Notice (Form 21.03)
- Notice of Hearing on Change of Name (Form 21.5)

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. The applicant must provide proof that it would jeopardize the applicant's or minor'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 change. If so, the Court will contact the applicant or attorney to set a hearing, if determined necessary.

- Application to Waive Publication Requirement/Seal File and Judgment Entry Waiving Publication (Form 21.6)

PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE

IN RE: THE NAME OF _____
Present Name

CASE NO. _____

APPLICATION FOR CHANGE OF NAME OF MINOR

[R.C. 2717.02, 2717.03, 2717.13 and 2717.14]

Applicant is the Parent Legal Guardian Legal Custodian Guardian ad Litem of the minor.

The minor has been a bona fide resident of this county for at least 60 days immediately prior to the filing of this Application.

Applicant requests a change of name of the minor from _____
to _____

The reason for requesting this name change is: _____

A certified copy of the minor's birth certificate is attached.

The name and address of Parent 1 of the minor is:

Name

Address

City, State, Zip Code

- The Waiver of Notice of Hearing and Consent of Parent 1 accompanies this Application.
- Applicant states that the address of Parent 1 is unknown. Applicant has exercised all due diligence and made every reasonable effort to find the current address, but cannot locate this individual.

The name and address of Parent 2 or the alleged father of the minor is:

Name

Address

City, State, Zip Code

- The Waiver of Notice of Hearing and Consent of Parent 2 or the alleged father accompanies this Application.
- Applicant states that the address of Parent 2 or the alleged father is unknown. Applicant has exercised all due diligence and made every reasonable effort to find the current address, but cannot locate this individual.
- There is no person alleged to be the father/Parent 2 of the minor.

An Affidavit in support of this Application is attached.

The Applicant will serve Notice of the Hearing on any non-consenting parent or alleged father as the Court requires pursuant to R.C. 2717.14.

Attorney for Applicant

Applicant's Signature

Typed or Printed Name

Typed or Printed Name

Address

Address

City State Zip

City State Zip

Telephone Number (include area code)

Telephone Number (include area code)

Attorney Registration No.

PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE

IN RE: THE NAME OF _____
Present Name

CASE NO. _____

AFFIDAVIT IN SUPPORT OF APPLICATION FOR CHANGE OF NAME OF MINOR

State of Ohio, County of Belmont, SS.

The undersigned, in support of the Application for Change of Name of Minor, deposes, says and verifies all of the following:

- (1) Applicant is the parent legal guardian legal custodian guardian ad litem of the minor;
- (2) The minor has been a bona fide resident of Belmont County, Ohio, for at least sixty days (60) immediately prior to the filing of the Application;
- (3) The Application is not made for the purpose of evading any creditors or other obligations;
- (4) The minor has not been adjudicated a delinquent child for identity fraud;
- (5) The minor does not have a duty to comply with R.C. 2950.04 or R.C. 2950.041 because the minor was NOT adjudicated a delinquent child for having committed a sexually oriented offense or a child-victim oriented offense;
- (6) Any other information relevant to the Application _____

- (7) All documentary evidence submitted with the Application is true, accurate, and complete.

Applicant

Sworn to before me and subscribed in my presence the _____ *day of* _____

Notary Public

PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE

IN RE: THE NAME OF _____
Present Name

CASE NO. _____

JUDGMENT ENTRY
CHANGING NAME OF MINOR
[R.C. 2717.09]

On _____, an Application for Change of Name of Minor was heard by this Court. The Court finds all parties entitled to notice, i.e. legal parents, parent, father or alleged father, either have waived notice of hearing and consented to the Application or were properly served and failed to object to the Application. The Court finds that Applicant has provided sufficient proof that the facts in the Application show reasonable and proper cause for changing the minor's name as requested.

The Court finds that the minor's complete name at birth was _____

The minor's date of birth was _____ and the place of birth was

City County State

Therefore, it is **ORDERED** the name of _____

be changed to _____

Date

Albert E. Davies, Probate Judge

CERTIFICATION OF JUDGMENT ENTRY

The above Judgment Entry Changing Name of Minor is a true copy of the original kept by me as custodian of the records of this Court.

Albert E. Davies, Probate Judge

(Seal)

By: _____
Deputy Clerk

Date

PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE

IN RE: THE NAME OF _____
Present Name

CASE NO. _____

**JUDGMENT ENTRY SETTING HEARING AND
ORDERING NOTICE**
[R.C. 2717.08 and 2717.14]

The Court sets the Application for Change of Name in this case for hearing on _____, 20__
at _____ M.

The Court orders the Applicant to serve a Notice of Hearing in the following manner on all necessary parties who have not waived notice:

- By certified mail, return receipt requested
- By personal service
- By publication once in a newspaper of general circulation in this county at least 30 days before the hearing
- Other: _____

Applicant shall file proof of service with the Court before the hearing.

Date

Albert E. Davies, Probate Judge

PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE

IN RE: THE NAME OF _____
Present Name
CASE NO. _____

**WAIVER OF NOTICE OF HEARING AND
CONSENT TO CHANGE OF NAME OF MINOR**
[R.C. 2717.14(D)]

The undersigned, being a parent, legal custodian or legal guardian of the minor, voluntarily waives notice of the hearing on the Application to Change Name of Minor and consents to the Application in its entirety.

Signature

Printed Name

PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE

IN RE: THE NAME OF _____
Present Name

CASE NO. _____

NOTICE OF HEARING ON CHANGE OF NAME
[R.C. 2717.08 and 2717.14]

Applicant gives notice that the Applicant has filed an Application for Change of Name in this Court requesting the change of name of _____
to _____.

A hearing on the Application will be held on _____, 20____ at _____ M. in the Probate Court of Belmont County, Ohio located at 101 W. Main Street, St. Clairsville, Ohio 43950.

Applicant's Signature

Typed or Printed Name

Address

City State Zip

Note to Publisher: The above legal notice including the caption is to be published once in its entirety.

**PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE**

IN RE: THE NAME OF _____

CASE NO. _____

**APPLICATION TO WAIVE PUBLICATION REQUIREMENT AND SEAL FILE
[R.C. 2717.11]**

Now comes _____, pursuant to R.C. 2717.11, hereby requests this Court to waive the publication requirement and order the file in the above-captioned matter be sealed. The publication of notice in a newspaper of general circulation will jeopardize the applicant's personal safety for the following reason:

Exhibit(s) attached in support of application, if any. (E.g., Police Report, Court Order or Protective Order)

Attorney for Applicant

Applicant's Signature

JUDGMENT ENTRY WAIVING PUBLICATION AND SEALING FILE

It is hereby ORDERED that the publication requirement for the Application for Change of Name is waived, and the file in the above-captioned matter be and hereby is sealed pursuant to R.C. 2717.11.

Albert E. Davies, Probate Judge