

INSTRUCTIONS FOR NAME CHANGE OF AN ADULT

Filing fees: \$145.00. Additional Court costs may be incurred and are due and payable prior to the issuance of the Judgment Entry.

Requirements:

- You may apply for a name change **ONLY** if you have been a Butler County resident for the past 60 days.

Process:

- The documents listed below must be prepared by the Applicant or an attorney.
- A criminal background check is required for a legal name change of an adult. (See required documents – Item 5).
- Once the documents have been filed, the documents will be presented to the appropriate Hearing Officer for review.
- After the Hearing Officer reviews the application, a formal hearing may be required.
- If a hearing is not required, then copies of the Judgment Entry will be mailed to the applicant or attorney after final Court approval and payment of all Court costs.
- The time frame for each name change application varies on a case by case basis.

The Court reserves the right to require additional documentation to be submitted to support the applicant's name change or to hold a formal hearing on the application.

NOTE: All paperwork must be TYPED. No handwritten documents will be accepted by the Court.

Each form must be printed separately.

The Court will NOT accept notarized documents with “white-out” or correction tape.

The applicant MUST use their FULL NAME (i.e.: First, middle, and last name) on all filings including any suffixes (i.e.: Jr. Sr., II, III, etc....). No initials may be used.

All capital and lower case letter of the Applicant's name must match the identity documents.

It is the applicant's responsibility to redact all personal identifiers as this case type is public record. The Court will not redact personal identifiers.

Required Documents:

1. Self-Representation Acknowledgment (BCPC Form 638).
 - Applicant must file this form if not being represented by an attorney.
2. Application Addendum Form (BCPC Form 639).
3. Application for Change of Name of Adult (Form 21.0).
4. Notification for Record Check form (BCI/FBI) will be completed by the Court and sent to the Applicant for filing with the local Sheriff's office. Applicant will be responsible for any processing fees associated with the Notification for Record Check form (BCI/FBI) form.
 - The Court will not proceed with the name change application if the Notification for Record Check form (BCI/FBI) background check is not returned to the Court within 45 days from the time stamp date of the "Notice to Applicant."
5. Certified copy of birth certificate which will be kept by the Court.
6. Photocopy of driver's license or State ID (driver's license number, issuance date, and expiration date may be redacted).
7. Photocopy of Social Security card (social security number must be redacted).
8. Photocopies of all marriage records, if any.
9. Photocopies of all divorce decrees, if any.
10. Photocopy of passport, if any.
11. Any identity document relating to the application for name change.
12. Affidavit in Support of Application for Change of Name of Adult (Form 21.01).
 - The Affidavit must be notarized by a Notary Public before being submitted for filing.
 - Court staff cannot notarize documents.
13. Judgment Entry Changing Name of Adult (Form 21.1).
14. Any documents that are illegible, incomplete, incorrect, or not suitable for scanning could result in your application being denied, delayed, or dismissed.

NOTE: If this is a matter of correcting legal documentation, please see "Which process is right for my situation" form located under the name change tab.