INSTRUCTIONS FOR NAME CHANGE OF AN ADULT

Filing Fees: Court costs are $145.00. This amount is due at the time of filing. Additional Court costs may be incurred and are due 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 Applicant or their attorney must complete the Name Change Initial Filing forms. **All paperwork must be TYPED. No handwritten documents will be accepted by the Court**. Once completed, the Applicant or their attorney must file the Initial Filing forms with the filing fee and supporting documentation with the clerk. Submit by mailing or dropping documents off at the Court. No copies or electronic signatures will be accepted.

Once the documents have been approved for filing by the Court, the Hearing Officer will review the complete filing for approval. Certified copies of the Judgment Entry will be mailed to the Applicant or their attorney after approval. The certified Judgment Entry is needed to receive a new birth certificate.

The Court reserves the right to require additional documentation to be submitted to support the Applicant's name change. The Court requires a criminal background check.

NOTE: **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., III, etc.). No initials may be used.

All capital and lower-case letters of the Applicant's name must match the identification 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.

Initial Filing Forms:

1. Self-Representation Acknowledgement (BCPC 638).
   - Applicant must file this form if not being represented by an attorney.

2. Application Addendum (BCPC 639).

3. Application for Change of Name of Adult (Form 21.0).

4. 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.

5. Judgment Entry Changing Name of Adult (Form 21.1) (Applicant will complete their information only).

6. Web Check Fingerprint Information **(this form is to be taken to the Butler County Sheriff's Office to have your fingerprints taken)**
    - **The Judgment Entry will not be issued until results have been received from the Ohio Attorney General's Office (estimated time to receive results within 60 days).**

Supporting Documentation:

1. Birth Certificate (original or original certified copy) (this will be kept at the Court).

2. Social Security Card.

3. Applicant's photo identification (i.e., driver's license, State I.D., Passport, etc.).

4. Photocopies of all marriage records, if any.

5. Photocopies of all divorce decrees, if any.

6. Additional identification documents relating to the application for name change.