

INSTRUCTIONS FOR CONFORMING A LEGAL NAME OF AN ADULT

Filing fees: \$120.00. Additional Court costs may be incurred and are due and payable prior to the issuance of the Judgment Entry.

Requirements:

- An application to conform a legal name is a special proceeding separate from a name change.
- The purpose of conforming a legal name is solely to correct misspellings, inconsistencies or errors on one or more official identity documents evidencing a person's current legal name.
- You may apply to conform a legal name **ONLY** if you have been a Butler County resident for the past 60 days.

Process:

- The application and supporting documents listed below must be prepared by the applicant or an attorney.
- The application and supporting documents must be submitted to the Court for filing along with the filing fee.
- 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.
- A criminal background check is required for conforming a legal name of an adult. (See required documents – Item 5).
- The time frame for each conforming legal name application varies on a case by case basis.

The Court reserves the right to require additional documentation be submitted to support the application to conform a legal name or 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 form (BCPC Form 638) to be filed, if applicable.
 - This form must be filed if applicant is not represented by an attorney.
2. Application Addendum (BCPC Form 639).
3. Application to Conform Legal Name of Adult (Form 21.7).
4. Notification for Record Check form (BCI/FBI) form 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/State ID Card (driver’s license number, issuance date, and expiration date must be redacted).
7. Photocopy of Social Security card (social security number must be redacted).
8. Photocopies of marriage records, if any.
9. Photocopies of divorce decrees, if any.
10. Photocopy of passport, if any.
11. Any identity document relating to the application to conform legal name.

12. Affidavit in Support of Application to Conform Legal Name of Adult (BCPC Form 21.07).

- This must be notarized by a Notary Public before being submitted for filing.
- Court staff cannot notarize documents.

13. Judgment Entry Conforming Legal Name of Adult (BCPC Form 21.8).

- If more than one document needs to be conformed, a separate Judgment Entry must be provided for each document.

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 not a matter of correcting legal documentation, please see “Which process is right for my situation” form located under the name change tab.