

**PROBATE COURT OF LUCAS COUNTY, OHIO  
JUDGE JACK R. PUFFENBERGER**

**INSTRUCTIONS FOR NAME CHANGE**

1. Obtain the name change documents from the clerk in the Marriage License Department. Please specify whether it is a name change for an adult or for a minor. **NO NAME CHANGE IS AUTOMATIC. THE COURT WILL DETERMINE WHETHER JUST CAUSE EXISTS TO ORDER THE CHANGE OF NAME.** The documents may be completed at the Probate Court or can be taken with you to be filled out at your discretion. The following information is relative to completing the documents properly:

2. **APPLICATION: MUST BE COMPLETED IN BLACK INK OR TYPED.**

- A. Fill out the entire application form. Leave the Journal Entry blank.
- B. Fill out the entire name, including any applicable middle names. Mistakes or omissions could result in receiving the wrong name. **Please do not use any abbreviations or initials.**
- C. Sign the form in front of a Notary Public or a Deputy Clerk.

3. **NOTICE: MUST BE COMPLETED IN BLACK INK OR TYPED.**

Fill out the Notice of Hearing form leaving blank the space for a hearing date. The applicant will be billed for the publication fee from Legal News, which is separate and not included in the Court Costs fee.

4. **CONSENT: MUST BE COMPLETED IN BLACK INK OR TYPED.  
(If the name change is for a minor under 18 years of age)**

**BOTH PARENTS MUST COMPLETE AND SIGN A CONSENT FORM**

- A. If either parent **does not sign**, please inform the deputy clerk of their address, and they will be served by certified mail. **Every effort must be made to obtain an address.**
- B. If one of the parent's names are unknown or the address is unknown:
  - 1) Please inform the clerk who will give you the appropriate form(s).
  - 2) You must also submit an affidavit signed in front of a Notary Public, outside of Probate Court, stating the unknown name or address and the length of time since the parent has had contact with the child.

5. **YOU MUST HAVE A CERTIFIED COPY OF YOUR BIRTH CERTIFICATE WHEN YOU FILE. IF YOU ARE AN ADULT, A PHOTO ID IS ALSO REQUIRED.**

6. Court costs are due at the time of filing. The cost is **\$66.10** for an adult Name Change and **approximately \$80.00** for a minor. The cost does include 2 certified copies of the

Judgment Entry. You may purchase additional certified copies of the Judgment Entry for \$1.05 each

7. After court costs are paid, a hearing date will be assigned (approximately 60 days). **PLEASE BE SURE TO WRITE DOWN YOUR COURT DATE!**
8. In approximately two weeks, you will receive a separate bill from Legal News for the publication costs. (approximately \$51.00) Please mail a check or money order immediately to **Legal News, 247 Gradolph Street, Toledo, Ohio 43612. DO NOT** try and pay the Legal News fee at the Probate Court. **Your change of name cannot proceed without payment.** Since publication must be completed 30 days prior to the hearing date, failure to promptly pay may void your hearing date and you may have to start over.
9. If you were born in the State of Ohio, Probate Court will forward a copy of the Judgment Entry changing your name to the Bureau of Vital Statistics. Your birth certificate will not be changed. However, your name change will be attached to it. If your birth took place in a different state, you will need to mail a copy of the Judgment Entry (changing your name) to the appropriate Bureau of Vital Statistics in that state.
10. Please note, if you fail to appear for your hearing, your application will be dismissed.