

INFORMATION REGARDING MINOR NAME CHANGE APPLICATIONS

DOCUMENTS REQUIRED TO FILE:

- Application to Change Name (Minor) (Form 21.2)*
(Typed applications preferred to ensure correct spelling.)
- Copy of the minor's Birth Certificate
Non-English certificates **MUST** be accompanied by a professional translation
- Birth Certificate Information Form* (attached to Application – Form 21.2 packet)

FILING OF APPLICATION: Once accepted for filing, your Application will be assigned a Judge and Case Number. Your Application will be sent to the scheduling department to set a date and time for the hearing. The hearing will be scheduled at a minimum of six (6) weeks from the date of filing to allow for PUBLICATION of your Application as required by State law. The PUBLICATION will be ordered by the Court; no further action on the PUBLICATION is required by you.

Within 3-5 business days, you will be notified by regular U.S. mail of your hearing date and time. If you have a scheduling conflict, please call **216-443-8979** to reschedule. The Court will make every effort to accommodate your request for a convenient date and time.

BE PREPARED FOR YOUR HEARING: Applicants **MUST** present valid photo identification at the hearing. Bring any of the required supplemental documents if they were not submitted at the time of initial filing.

The completed **BIRTH CERTIFICATE INFORMATION FORM** should be in your file and verified with the Deputy Clerk at the time of check-in for the hearing. **Missing documents will result in delay of the hearing.**

SUPPORTING DOCUMENTS FOR YOUR HEARING:

- IF the father is not listed on the Birth Certificate BUT paternity has been established, you **MUST** provide the identity of the father on the Application.
- The Court will require a NOTARIZED CONSENT form signed by the non-applicant parent or legal guardian OR notice of the hearing must be sent by CERTIFIED AND ORDINARY MAIL to the non-applicant parent or legal guardian. **YOU MUST PROVIDE PROOF OF SERVICE TO THE COURT.** Bring in the signed green card OR print the PROOF OF DELIVERY from the U.S. Post Office online tracking site for the Certified Mail notice. **NOTE: YOU MAY MAKE A COPY OF THE NOTICE OF HEARING YOU RECEIVED FROM THE COURT AND MAIL IT TO THE OTHER PARENT (OR TO BOTH PARENTS, IF APPLICANT IS A GUARDIAN).**

(Continued on reverse)

- IF the address of the non-applicant parent or legal guardian is unknown, service should be attempted at the LAST KNOWN ADDRESS by CERTIFIED AND REGULAR U.S. MAIL. Reasonable effort should be made to notify the non-applicant parent/guardian. At the hearing, the Court will inquire as to your attempts to locate the non-applicant parent/guardian.
- IF paternity has been established, please provide a copy of the ORDER establishing paternity.
- IF mother/father is/are deceased, please provide a copy of the Death Certificate(s).
- IF the applicant is a legal guardian appointed in another County, please provide documentation.
- **MISSING DOCUMENTS WILL RESULT IN DELAY OF THE HEARING.**

PLEASE BE ADVISED: Any incorrect information and/or any changes made to your Application AFTER the initial filing date AND once publication has started **MAY** delay the Court proceedings. If your Application needs to be **AMENDED** for any reason, there may be an additional \$50.00 charge and may result in a later hearing date and a re-publication for the **AMENDED** Application.

AFTER YOUR HEARING: IF your Application is GRANTED, you will receive two (2) certified copies of the Court Order within 7-10 business days. It is your responsibility to notify any pertinent agencies of the new name. If you wish to obtain an **AMENDED OHIO BIRTH CERTIFICATE**, contact the *Bureau of Vital Statistics (Ohio Department of Health)*:

Ohio Department of Health
1-614-466-2531
www.odh.ohio.gov