

NAME CHANGE INFORMATION SHEET

- Application Fee: \$95.00 cash, check or money order, payable to Wood County Probate Court
- Residency: Must be a Wood County resident for one year
- Required Filings: Forms are available on our web site. They must be typed or written in ink, fully completed, and legible. Use full names, including the middle name, and check spelling.
- Minor
Appendix G-New Case Information Sheet
21.2 Application for Change of Name of Minor
21.4 Consent to Change of Name (both parents must complete one)
21.5/21.6 Notice of Hearing on Change of Name
21.3 Judgment Entry-Change of Name of Minor
Certified Copy of Child's Birth Certificate
- Adult
Appendix G-New Case Information Sheet
21.0 Application for Change of Name of Adult (Must be notarized)
21.5/21.6 Notice of Hearing on Change of Name
21.1 Judgment Entry-Change of Name of Adult
Certified Copy of Birth Certificate
- Parental Consent: Both parents, regardless of the amount of contact, must consent to the name change of a minor or receive legal notice.
- Publication: After filing your paperwork, you will receive notice of the hearing date and instructions regarding publication. Name change information must be published in the Sentinel-Tribune one time at least 30 days prior to that date. If there is a parent who has not consented or whose address is unknown, their name must appear in the publication as well. You will be responsible for the costs of the publication fee which you will pay directly to the newspaper.
- Ohio law allows a name change action to be sealed and the required publication waived if the applicant provides evidence that a notice by publication would jeopardize his or her personal safety. An application to waive the publication and seal the file will be provided to you upon request to the Court. This application should be completed and filed along with the initial name change application.
- Other Info: When paternity of a minor child has not been established, there are two alternative routes for obtaining a name change other than a legal name change through Probate Court.
1. If the father is willing to be added to the birth certificate and both parents agree, they can sign an Acknowledgment of Paternity Affidavit at no cost. This affidavit can be obtained at any local Health District in Ohio and can be used until the child reaches the age of 23.
 2. An Administrative Order issued by the Child Support Enforcement Agency or Court-ordered Paternity can amend the child's name on the birth record. You may contact your local CSEA or Juvenile Court for more information.