

FILINGS

MINOR NAME CHANGE:

SPF 21.2: Application for Change of Name of Minor

SPF 21.2 (*On reverse side of SPF 21.2*): Judgment Entry

SPF 21.4: Consent to Change of Name

SPF 21.5: Notice of Hearing on Change of Name

SPF 21.3: Judgment Entry – Change of Name of Minor

ADULT NAME CHANGE:

SPF 21.0: Application for Change of Name of Adult

SPF 21.0 (*On reverse side of SPF 21.0*): Judgment Entry Setting Hearing/Ordering Notice

SPF 21.5: Notice of Hearing on Change of Name

SPF 21.1: Judgment Entry – Change of Name of Adult

VENUE

Application is filed in the county in which the person resides.

TIME FRAME

Applicant shall be a bona fide resident of that county for at least one year prior to the filing of the application.

APPLICATION

1. Made by person desiring change of name.
2. Made on behalf of a minor by either of minor's parents, legal guardian, or guardian ad litem.
3. Shall set forth cause for which change of name is sought.
4. Shall set forth requested new name.
5. Requires the applicant to state whether he/she has a duty to comply with [R.C. 2950.04](#) or [2950.041](#) because he/she was convicted of, pleaded guilty to, or was adjudicated a delinquent child for having committed a

sexually oriented offense or a child-victim oriented offense.

6. Requires the applicant to state whether he/she has pleaded guilty to, been convicted or, or been adjudicated a delinquent child for committing violation of [R.C. 2913.49](#) (identity fraud) unless the guilty plea, conviction, or adjudication has been reversed on appeal.

NOTICE OF HEARING

1. Once by publication in a newspaper of general circulation in the county at least thirty days before the hearing.
 - a. If applicant submits to the court satisfactory proof that publication of notice would jeopardize personal safety, then:
 - i. Court shall waive notice requirement.
 - ii. If Court orders change of name, Court shall order record of proceeding sealed and opened only by order of the court for good cause shown or at request of applicant for any reason.
2. Additional requirements for a minor:
 - a. Notice given to parent or parents not consenting by certified mail, return receipt requested, or:
 - i. If no known father of minor, notice given to person who mother of minor alleged to be father.
 - ii. If no father is alleged or either parent or address of either parent is unknown, notice by publication is sufficient as to father or parent if applicant exercised reasonable diligence to locate parent. Notice by publication must include the name and last known address of the non-consenting parent.
 - iii. Any additional notice required may be waived in writing by any person entitled to the notice.

Question applicant/attorney if he/she has exhausted all means of locating a non-consenting parent, including contacting CSEA for a current address.

ENTRY

1. Court may order change of name:
 - a. Upon proof that proper notice was given or that notice was waived.
 - b. Upon proof that the facts in application show reasonable and proper cause.
 - i. For a minor's name change, all factors relevant to the best interest of the child should also be considered.
2. Court shall NOT order change of name if:
 - a. Person applying or for whom application is made has a duty to comply with [R.C. 2950.04](#) or [2950.041](#) because was convicted of, pleaded guilty to, or was adjudicated a delinquent child for having committed a sexually oriented offense or a child-victim oriented offense.
 - b. Person applying or for whom application is made has pleaded guilty to, been convicted or, or been adjudicated a delinquent child for committing violation of [R.C. 2913.49](#) unless the guilty plea, conviction, or adjudication has been reversed on appeal.

Court has discretion to deny the application and reasons for denial should be stated on the record.

Discretionary factors include:

- a. Potential for fraud
- b. Interferes with rights of other
- c. Allows the applicant to avoid a legal duty
- d. Change is contrary to strong public policy of Ohio

3. A certified copy of entry ordering change of name shall be sent to the Vital Statistics Office of the state of birth. [[R.C. 3705.13](#)]

NOTE

It is the discretion of the court whether it will require applicant to perform this function or if court will do so, because the statute does not specify.)