

INSTRUCTIONS FOR COMPLETING APPLICATION FOR CHANGE OF NAME

GENERAL INSTRUCTIONS FOR BOTH ADULTS AND MINORS

1. The law requires that you have been a resident of Pike County for one (1) continuous year before you file your application. In the case of a minor, the minor must be at least one year old. If you have not lived in Pike County for at least one year, your Application will be dismissed and your filing fees will not be refunded.
2. The Application, all information must be **TYPED**.
3. All requested information must be completed. Do not leave any lines blank!
4. All names must be complete. Use middle names, where applicable, instead of middle initials.
5. Incorrect spellings may result in additional costs to you, as well as delay in the proceedings.
6. Where your signature is required, make certain that you sign, type your name and include your complete address and telephone number, including area code.
7. You must attach a **COPY** of your **birth certificate** to the application.
8. You must submit a **BCI report** (civilian background check) with your application. (Adult name change only) You can make arrangements for the background check by contacting the Pike County Sheriff's Department at 947-2111; or the Pike County Educational Service Center at 289-4171.
9. File the completed forms with the Pike County Probate Court. The Probate Court is located at 230 Waverly Plaza, Suite 600 in the Pike County Government Center.
10. You may mail forms to the Probate Court, but this is not recommended. If the forms are not properly completed as submitted, it will delay your application.
11. You must include the filing fee of **\$124.00** with the Application. The Probate Court will accept personal checks, cash, money orders, or certified check, made payable to the "Pike County Probate Court".

12. Once you bring in the required forms and they are reviewed, you will be sent a “Notice of Hearing on Change of Name” form. You must take this notice form to the Pike County News Watchman, 219 W. Emmitt Avenue, Waverly, Ohio and publish the notice. The notice must be in the newspaper once (1) at least thirty (30) days before the hearing date. Failure to properly publish the notice will result in denial of your application. The cost of the publication is paid directly to the newspaper and is NOT included in the court costs. You should contact the newspaper to inquire as to how much the publication will cost you.
13. After the newspaper publishes your notice, they will send you a **Publisher’s Affidavit which you must file with the Court on or before the hearing date**. It is your responsibility to contact the newspaper prior to the hearing date if you have not received the affidavit. Failure to file the Affidavit will result in delay of your application.
14. All applicants who are adults and all minors twelve (12) years of age or older for whom a name change application has been filed, must attend the hearing. Failure to attend will result in a denial of the name change application.
15. After the Judgment Entry has been signed approving the name change a check for **\$21.50 made payable to the Treasurer, State of Ohio**, must be given to the clerk.
16. ONCE A NAME CHANGE APPLICATION HAS BEEN FILED THERE WILL BE NO REFUNDS OF COURT COSTS.

INSTRUCTIONS SPECIFICALLY FOR MINORS

1. In addition to the General Instructions, there are special instructions related to applications filed on behalf of minors.
2. If you are attempting to change the name of a minor, the parents of the minor, including an alleged father, must consent to the name change.
3. If a parent or alleged father does not consent to the name change, they must be given proper legal notice of the name change hearing.
4. Notice is given by Certified Mail, Return Receipt Requested to the non-consenting parent or alleged father, by the Clerks of the Probate Court.
5. In a minor name change, if a parent or alleged father does not consent, the applicant must prove by clear and convincing evidence that the name of the minor

should be changed. This may require witnesses and evidence to be presented at the hearing. If you have any questions as to how to present your case, you should consult an attorney.