

IN THE PROBATE COURT OF PIKE COUNTY, OHIO

INSTRUCTIONS FOR COMPLETING
APPLICATION TO WAIVE PUBLICATION
REQUIREMENT AND SEAL FILE
NAME CHANGE

Applicants wishing to petition the Court to file an Application for Change of Name of Adult under seal and without publication of notice must present to the Court the following:

- Application for Change of Name of Adult (Form 21.0);
- Application to Waive Publication Requirement and Seal File
- Applicant's Birth Certificate
- B.C.I. Background Report
- Filing Fee of \$124.00

Evidence supporting the Application to Waive Publication Requirement and Seal File is also required. If applicable, these documents must be presented at the time of filing:

- Divorce Decree
- Police Report
- Judgment Entry of Criminal Conviction
- Judgment Entry of Permanent Protection Order

The following are optional to support Applicant's Petition;

- Witnesses (if applicant or judge requests an oral hearing)
- Any other documentation showing that the Applicant's personal safety is jeopardized

WARNING: Applicants filing an Application to Waive Publication Requirement and Seal File will still be subject to a mandatory background check.

AFTER DOCUMENTS ARE FILED:

After the proper applications, documents and filing fee are presented to the Court, the Judge will review the applicant's petition to waive publication and seal file. The Deputy Clerk will notify the applicant in writing via mail whether the applicant's petition to waive notice and seal file is granted, denied, or a further hearing may be required of the applicant.

If the Application to Waive Publication Requirement and Seal File is denied, the applicant may choose to proceed with the name change by contacting the Court and making arrangements for the publication of the required notice. More information concerning the applicant's responsibility for the publication of the notice is outlined in the instructions that were given to the applicant with the standard change of name forms (Form 21.0). If the applicant chooses not to proceed, he or she must contact the Court in writing and ask that their application be dismissed. Otherwise, if the Court does not receive a response within thirty (30) days of the date of letter of denial, then the Court will dismiss the application. There will be no refund.

WARNING: If the Application to Waive Publication Requirement and Seal File is denied, the Application will no longer be sealed and will become public record.

PLEASE NOTE: Should an applicant wish to receive an additional certified copy of a Judgment Entry regarding an Application to Waive Publication Requirement and Seal File at a later date, the applicant must appear in person with proper identification when making the request.