

**OTTAWA COUNTY PROBATE COURT**  
**REQUIREMENTS FOR CHANGE OF NAME OF MINOR**

An applicant seeking a change of name of minor must provide the following forms, documentation and filing fee to the Ottawa County Probate Court:

1. New Case Information Statement
2. 21.2 Application for Change of Name of Minor
3. Certified Birth Certificate
4. 21.02 Affidavit in Support of Application for Change of Name of Minor
5. 21.4 Consent to Change of Name of Minor (required for each parent)
6. 21.5 Notice of Hearing on Change of Name (The Court will fill in the hearing date, time & address.)
7. Deposit of \$185.00

The Court will need to know the city, county, state the minor was born in, **if not** listed on the birth certificate.

The Application will be scheduled for hearing approximately 6-8 weeks after it is filed. Applicant must attend hearing. The minor is not required to attend unless the Court orders otherwise.

The Court will do notice by publication in a newspaper of general circulation in the county at least thirty days before the hearing.

Fillable forms are available on the Ottawa County Probate Court website:

<http://ottawacountyprobatecourt.com/name-change-name-conformity-or-correction/>

**IMPORTANT INFORMATION:** From the Ohio Department of Health - Vital Statistics Website:

When a legal name change has been granted to a person whose birth occurred in Ohio our office will accept a certified copy of the court ordered legal name change to update the birth record. The court order must have been granted by a US court. Some courts may send the certified\* copy directly to our office, while some may require the petitioner to do so.

Once the legal name change is accepted by our office, a footnote will appear on the birth record indicating that a legal name change is on file. In addition, the new name as exactly listed on the court order is the name that will be reflected in the updated birth record.

For more information, please visit their website:

<https://odh.ohio.gov/know-our-programs/vital-statistics/Changing-Correcting-Birth-Record>