

**ASHTABULA COUNTY COURT OF COMMON PLEAS
PROBATE DIVISION
ALBERT S. CAMPLESE, JUDGE**

Richard L. Dana
Magistrate



Conformity Required Forms Checklist

An application to conform a legal name is a special proceeding separate from a name change. It is solely to correct misspellings, inconsistencies, or errors on one or more official identity documents evidencing a person's current legal name.

You may apply to conform a legal name **only** if the person whose name is to be conformed has been a resident of Ashtabula County for at least 60 days prior to filing.

The Process

The documents listed below must be prepared by the applicant or an attorney, and submitted to the Court for filing, along with the filing fee. Once filed, the Court will review the filings. Copies of the Judgment Entry will be mailed to the applicant if the Application is granted.

The Court reserves the right to require additional documentation be filed to support the application to conform a legal name, require a criminal background check, or hold a formal hearing on the application.

For applications to conform a minor's name, the Applicant must include all living parents' consent to the name conformity or an explanation for why such consent was not obtained.

Note: You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.

Initial Filing

- ☐ Application to Conform Legal Name (Local Form)
- ☐ Affidavit in Support of Application to Conform or Change Name of an Adult or Minor (Local Form)
 - This must be notarized by a Notary Public before being submitted for filing
- ☐ Judgment Entry Conforming Legal Name of Minor (Local Form)

Photocopies of at least two of the following documents must be filed with the application:

- ☐ Birth Certificate
- ☐ Driver's License/State ID Card (driver's license number, issuance date and expiration date must be redacted)
- ☐ Social Security Card (social security number must be redacted)
- ☐ Marriage Record (if any)
- ☐ Divorce Decree (if any)
- ☐ Passport (if any)
- ☐ Any identity document relating to the application to conform legal name

If Requesting the Name Conformity to be Confidential:

The law requires very specific criteria be met in order for someone to qualify for a confidential name conformity. The applicant must provide proof that it would jeopardize the applicant's personal safety to have the name change on the public record. Please refer to Ohio Revised Code section 2717.11 to determine if you meet the requirements.

In addition to the forms required for *initial filing* above, the documents listed below must also be filed, along with any required attachments. The Court will review all of the documents and make a determination as to whether it qualifies as a confidential name change. If so, the Court will contact the applicant or attorney to set a hearing, if determined necessary.

- ☐ Motion for Confidentiality of Proceeding (Form 21.6)

The above information is provided as a public service to aid in providing an understanding of the process for conforming the name of an adult or a minor. It is an overview and should not be considered legal advice. It is recommended you contact an attorney for assistance in your specific situation.