

## Helpful Resources

Star Beacon  
440-998-2323

Gazette  
440-576-9125

Bureau of Motor Vehicles, Jefferson  
440-576-9461

Bureau of Motor Vehicles, Ashtabula  
440-964-7665

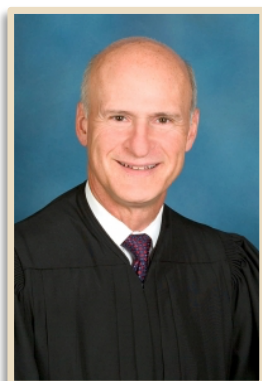
Ashtabula County Board of Elections  
440-576-6915

Social Security Administration, Ashtabula  
800-772-1213

Ashtabula County Bar Association  
440-415-4503

This pamphlet is provided as a public service to provide an understanding for Name Changes. It is an overview and should not be considered a legal reference.

## Ashtabula County Court of Common Pleas Probate Division Albert S. Camplese, Judge



25 W. Jefferson St.  
Jefferson, OH 44047  
440-576-3451  
Hours: 8:00am - 4:30pm

# Name Changes



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

# Name Changes

## WHO MAY APPLY?

If you've been an Ashtabula County resident for at least 60 days, you may apply for a name change for yourself or for your minor child.

## HOW DO I APPLY FOR A NAME CHANGE?

Applicants must appear in Court with picture identification. In addition to the forms provided by the court to be filled out, applicants must present a copy of their birth certificates. The filing fee is due at the time of filing.

## HOW LONG DOES THIS PROCESS TAKE?

If an Applicant completes a BCI WEBCHECK prior to filing, the process for completing a name change can take less than 4 weeks. Applications requiring a hearing may take as long as 6-8 weeks.

## WHAT HAPPENS AFTER THE NAME CHANGE IS ORDERED?

The court will provide several certified copies of the order to the applicant. These copies may be presented to institutions, agencies, and other organizations as proof of name change. Copies requested at a later date will incur a fee per the Court's published fee schedule.

## HOW DO I CHANGE THE NAME OF A MINOR?

In addition to the process previously outlined, the applicant must bring consent from both parents. If consent has not been given, a notice of hearing must be sent via certified mail to the non-consenting parents, at the cost of the applicant. Consent must be obtained, or notice given to anyone who could be considered a parent of a child.

The court will consider whether there is reasonable and proper cause for the change of name of a minor by looking at several factors, including those lined out in *In re Willhite*, 85 Ohio St. 3d 28, 32 (1999).

Additionally, children over the age of 12 must consent to the name change.

## WHO SHOULD BE NOTIFIED OF THE NAME CHANGE?

The applicant should make a list of all creditors, agencies, schools, financial institutions, employers, and government offices that need to be notified of the new name.

If the applicant was born in Ohio and the approved name change is significantly different from the name on the applicant's birth certificate, or is for a minor, notice should be given to the Ohio Department of Health, Division of Vital Statistics.

## WHAT IS NAME CONFORMITY?

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 identify documents evidencing a person's current legal name.

You may apply to conform a legal name only if you have been a resident of Ashtabula County for at least 60 days at the time of filing.

Forms for Conforming a Name can be obtained from the Probate Court.

## OHIO DRIVER LICENSE INFORMATION

For the new Ohio DL-ID you should verify that all your documents match. You may need to apply for a name change or conformity if your current name is different than your birth name and you are unable to document the change.

Please consult with your local BMV for acceptable documents.

## CAN I GET THE NEW NAME ON THE BIRTH CERTIFICATE?

The name change order from the Court does not change an Ohio birth certificate. It does, however, become a part of the person's birth records if applicant notifies Vital Statistics and a new birth certificate can be obtained through that office.

