

Getting a Court Order for Name Change CUYAHOGA COUNTY

What to File:

- 1) Completed Application for Change of Name
(for adults: Form 21.0 and Birth Certificate Information Form)
(for minors: see http://probate.cuyahogacounty.us/pdf/efile/InformationalPage_Minor.pdf);
- 2) Copy of birth certificate;
- 3) Photo identification;
- 4) Proof of residency (if photo ID does not include current address); and
- 5) \$130 filing fee.

Note: An applicant for change of name must have lived in Cuyahoga County for at least a year prior to the time of the application. The applicant need not present proof of residency (e.g., utility bill) unless their photo ID does not include a current address within the county. The applicant must sign the Application for Change of Name, which includes a statement that the applicant has lived in the county for at least one year immediately prior to filing the application.

Note: The Cuyahoga County Probate Court does not grant fee waivers for name changes. Equitas Health and TransOhio are currently working to secure financial assistance for those who need help with fees.

Where to File: You may file in person, via postal mail, or online. The Cuyahoga County Probate Court is located at 1 Lakeside Avenue, Cleveland, Ohio, 44113. You can reach the court at (216) 443-8785.

Fees: \$130.00 filing fee. You may pay with cash or credit card. The court requests that you not pay using check or money order.

8:30-4:30 M-F

Tips for Filing:

- Use your full middle name instead of your middle initial.
- The application forms may be typed or handwritten. If handwriting, use black or blue ink and make sure writing is legible. Make sure to fill in all blanks on the application except the case number and the hearing date. Forms are available online at: <http://probate.cuyahogacounty.us/forms.aspx>. Select "Name Change" from the drop-down menus under "Search Court Paper Forms" or "Search E-File Forms."
- You are required to list reasons for your name change. We suggest: "This is my preferred name and I want to obtain proper identification."

Publication: The probate court will provide for the required publication of your application for change of name, and this service is included in the \$130 filing fee.

Hearing: Cuyahoga County Probate Court, 1 Lakeside Avenue, Cleveland, Ohio 44113, (216) 443-8785.

After Name Change Granted: Three certified copies of the entry approving the change of name will be provided. Additional certified copies of the entry approving the change of name may be obtained for \$2.00 each.

