

MIAMI COUNTY PROBATE COURT
INSTRUCTIONS FOR NAME CHANGE

1. Papers must be typewritten or printed in black ink.
2. Payment of court costs at time of filing is \$80.00.
3. You must be a resident of Miami County for at least one year prior to filing an application to change your name.
4. A hearing date will either be assigned to you at the time of filing or it will be mailed to you.
5. You are responsible to take the legal publication to the newspaper of your choice in Miami County and pay the additional cost of publication. Check the legal ad the day it appears in the newspaper. If the ad is incorrect, call them **immediately** and have it run again within the next two days. Publication must appear in the newspaper at least 30 days prior to the hearing date. **IT IS YOUR RESPONSIBILITY TO MAKE SURE THE PROOF OF PUBLICATION IS RETURNED TO PROBATE COURT. IF IT IS NOT RETURNED PRIOR TO THE HEARING, THE CASE MAY BE DISMISSED.**
6. As soon as the entry is signed by the Judge the court will forward three certified copies to your attorney or to the address on the application if you have no attorney.
7. If you were born in Ohio, send a certified copy of the **entry approving your name change** to: Ohio Department of Health, Vital Statistics, PO Box 118, Columbus, Ohio, 43216-0118. They will attach this form to your birth record. No new birth record is issued. You will also need to write to the address above to obtain a certified copy of your birth certificate. There will be a charge for a birth record from Columbus.

If you were born out of the state of Ohio, please check the proper procedure in that state.
8. If the filing is for the change of name of a minor, please check with the deputy clerk as to the consent requirements. A certified copy of the child's birth certificate is needed. If a birth parent is deceased, a certified copy of the death certificate is needed.