CHANGE OF NAME

Please review the name change documents. It is required by law that you be a resident of Darke County for at least one (1) year; if not, your application will be dismissed and your filing fees will not be refunded.

BUSINESS IN THIS COURT SHALL BE CONDUCTED ON A CASH BASIS

1. The papers you file must be typed or printed in black ink and must be legible. Use middle names instead of middle initials. Include a certified copy of your birth certificate. Incorrect spellings may result in additional costs to you as well as a delay in the change of name.
2. Payment of court costs due at time of filing - $119.00
3. A hearing date will be assigned to you at time of filing.
4. You are responsible for taking legal publication to newspaper and the additional cost of publication.
5. The newspaper will mail to you, along with the publication bill, a proof of publication. Bring this proof of publication with you on the day of the hearing and file with Court, if not before.
6. Check the legal ad the day it appears in the newspaper. If ad is incorrect, call them immediately and have it run again within the next two days. Publication must appear in newspaper at least 30 days prior to hearing date.
7. On day of the hearing, you will be given a certified copy of the entry approving your change of name. If additional copies are desired, there is a charge of $1.00 per copy. Most places will make a copy of your certified copy of entry and return the original to you.
8. If you were born in Ohio, send a certified copy of the entry approving your change of name to:

> Bureau of Vital Statistics
> 246 N. High Street, P.O. Box 15098
> Columbus OH 43215-0098

They will attach this form to your birth record. No new birth record is issued. The charge for an amended birth record from Columbus is $21.50.   If you were born outside of the State of Ohio, please check on the proper procedure in that state.

ONCE A NAME CHANGE APPLICATION HAS BEEN FILED, THERE WILL BE NO COURT COST REFUNDS.