

DARKE COUNTY PROBATE COURT

CHANGE OF NAME - MINORS

Please review the packet of documents you have received from the clerk. The clerk is not an attorney and cannot answer questions about your name change. 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

If you are attempting to change the name of a minor, the parents of the minor, including an alleged father, must consent to the name change or receive legal notice of the name change. The parents or alleged father must receive legal notice regardless of the amount of contact with the child or the amount of support paid. You must also publish the name change in a newspaper of general circulation in the county. It is your responsibility to make sure that the legal notice is correct and completed. If you have questions as to how to obtain legal notice, you should consult with your attorney.

In a minor name change, if a parent does not consent, the applicant must prove by clear and convincing evidence that the name of the minor should be changed. This may require witnesses and evidence to be presented at a hearing. If you have any questions as to how to present your case, you should consult with your attorney.

1. The papers you file must be typed or printed in black ink and must be legible. Use middle names instead of middle initials. 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 or a deputy/clerk from the Court will call you with the hearing date.
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.

9. If you are filing more than one application for change of name for children within the same family, each child is charged a separate fee.

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