

Checklist

Conforming a Legal Name of an Adult

Filing Fees

Court Costs: \$100.00 (Payable by cash, check or money order. Credit cards NOT accepted.)

Requirements

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 official identity documents evidencing a person's current legal name.

You may apply to conform a legal name **only** if you have been a Lucas County Resident for the past 60 days.

The Process

The documents listed below must be prepared by the applicant or an attorney, and submitted to the Court for filing, along with the filing fee. Once the documents have been approved for filing by the Court, the Court will review the filing for approval. Copies of the Judgment Entry will be mailed to the applicant.

The Court reserves the right to require additional documentation be submitted to support the application to conform a legal name or hold a formal hearing on the application. A criminal background check is required.

Note: Note: All paperwork including the Judgment Entry must be typed and single-sided. No staples please.

You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.

Initial Filing

- New Case Information Sheet
- Application to Conform Legal Name of Adult (Form 21.7)
- Photocopies of the following documents are required to be submitted with the application:
 - o Birth Certificate
 - o Driver's License/State ID Card (driver's license number, issuance date and expiration date must be redacted)
 - o Social Security Card (social security number must be redacted)
 - o Marriage Record (if any)
 - o Divorce Decree (if any)
 - o Passport (if any)
 - o Any identity document relating to the application to conform legal name
- Affidavit in Support of Application to Conform Legal Name of Adult (Form 21.07)
 - o This must be notarized by a Notary Public before being submitted for filing (Court staff cannot notarize documents)
- Judgment Entry Conforming Legal Name of Adult (Form 21.8)
 - o If more than one document needs to be conformed, a separate Judgment Entry must be provided for each document
- Release of Record Check on Applicant (RRCPPF)

If Requesting the Name Conformity to be Confidential:

The law requires very specific criteria be met in order for someone to qualify for a confidential name conformity. The applicant must provide proof that it would jeopardize the applicant's personal safety to have the name conformity on the public record. Please refer to R.C. 2717.11 to determine if you meet the requirements.

In addition to the forms required for *initial filing* above, the documents listed below must also be submitted, along with any required attachments. The Judge will review all of the documents and make a determination as to whether it qualifies as a confidential name conformity. If so, the Court will contact the applicant or attorney to set a hearing, if determined necessary.

- Motion for Confidentiality of Proceeding (Form 21.6)
- Order Granting Confidentiality of Proceeding (Form 21.06)

**PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE**

IN THE MATTER OF: _____

CASE NO. _____

NEW CASE INFORMATION STATEMENT

ATTORNEY OF RECORD TO COMPLETE THE FOLLOWING SECTION

THE UNDERSIGNED CERTIFIES THAT THIS CASE IS, IS NOT RELATED TO ANY CASE NOW PENDING IN ANY JUDICIAL SYSTEM.

CASE NUMBER OF RELATED CASE _____

DESCRIPTION AND JURISDICTION OF RELATED CASE _____

PLEASE CHECK ONE OF THE FOLLOWING:

- CORRECTION/REGISTRATION OF BIRTH DISINTERMENT TRUSTS MINOR SETTLEMENT
 NAME CHANGE
 OTHER _____

STATEMENT OF PERMANENT ADDRESS

The following address is my permanent address. I understand that I am required to notify the Court of any change in my address and that the Court is authorized to remove me if I fail to comply with this requirement.

Signature, Attorney of Record

Signature, Fiduciary

Print Attorney Name

Print Fiduciary Name

Address

Address

()
Phone Number

()
Phone Number

Ohio Supreme Court ID Number

Ohio Supreme Court ID Number

E-Mail Address

E-Mail Address

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R PUFFENBERGER, JUDGE

IN RE: THE NAME OF _____
(Present Name)
TO _____
(Requested Conformed Legal Name)
CASE NO. _____

APPLICATION TO CONFORM LEGAL NAME OF ADULT
[R.C. 2717.04 AND 2717.05]

Applicant is an adult and has been a bona fide resident of this county for at least 60 days immediately before filing this Application.

Applicant states that a misspelling, inconsistency, or other error of Applicant's legal name exists on one or more of his or her official identity documents, which causes a discrepancy in Applicant's chain of identity. This Application provides the necessary information to explain the misspelling, inconsistency, or other error and the corrections needed to conform Applicant's legal name on all official identity documents.

Applicant's Information:

Present name: _____

Address: _____

Marital Status: Never married Married Widowed Divorced Separated

Name at birth: _____

Date of birth: _____

State where birth record was issued: _____

The following official identify documents(s) contain a misspelling, inconsistent, or other error: *[Check all that apply]*

- | | |
|---|---|
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Marriage Record |
| <input type="checkbox"/> Divorce Decree | <input type="checkbox"/> State-issued Identification Card |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Social Security Card |
| <input type="checkbox"/> Other _____ | |

The misspelling, inconsistency, or other error on the official identity document(s) marked above is described below:

Official identity document: _____

Name that needs conformed on this document: _____

Conformed legal name that should be stated on this document: _____

Official identity document: _____

Name that needs conformed on this document: _____

Conformed legal name that should be stated on this document: _____

Requested conformed legal name: _____
First Middle Last

CASE NO. _____

Check this box if more than two official identity documents are affected and attach the information on a separate page.

Applicant is one and the same person referenced in each of the official identity documents, despite the name discrepancy. But for the misspelling, inconsistency, or other error identified above, there would not be any discrepancy in Applicant's chain of identity.

An Affidavit in support of this Application is attached.

All of the documentary evidence required by Local Rule or court order also accompanies this Application.

Applicant requests the Court to issue an order conforming Applicant's legal name in the manner described in this Application. Applicant acknowledges this application will not be used to correct the birth record.

Attorney for Applicant

Applicant's Signature

Typed or Printed Name

Typed or Printed Name

Address

Address

City State Zip

City State Zip

Telephone Number (include area code)

Telephone Number (include area code)

Email Address

Email Address

Attorney Registration No. _____

PROBATE COURT OF LUCAS COUNTY, OHIO

JACK R. PUFFENBERGER, JUDGE

IN RE: CHANGE OF NAME OF _____
(Present Legal Name)

TO _____
(Requested Conformed Legal Name)

CASE NO. _____

**AFFIDAVIT IN SUPPORT OF APPLICATION
TO CONFORM LEGAL NAME OF ADULT
[R.C. 2717.06]**

State of Ohio }
County of _____ } SS
}

The undersigned, in support of the Application to Conform Legal Name of Adult, deposes, says, and verifies the following:

1. Applicant has been a bona fide resident of this county for a period of at least 60 days;
2. The Application is not being made for the purpose of evading any creditors or other obligations;
3. Applicant is not a debtor in any currently pending bankruptcy proceeding;
4. All documentary evidence submitted with the Application is true, accurate, and complete.

The Applicant certifies under penalty of perjury that the statements in this Affidavit are accurate and complete.

Date

Applicant

Sworn to before me and subscribed in my presence the _____ day of _____

Notary Public/Deputy Clerk

Typed or Printed Name

Commission Expiration Date_____

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE

IN RE: CHANGE OF NAME OF _____
(Present Name)

TO _____
(Requested Name)

CASE NO. _____

**JUDGMENT ENTRY SETTING HEARING AND
ORDERING NOTICE**
[R.C. 2717.08 and 2717.14]

The Court sets the Application for Change of Name in this case for hearing on _____, 20__
at _____ M.

The Court orders the Applicant to serve a Notice of Hearing in the following manner on all necessary parties who have not waived notice:

- By certified mail, return receipt requested
- By personal service
- By publication once in a newspaper of general circulation in this county at least 30 days before the hearing
- Other: _____

Applicant shall file proof of service with the Court before the hearing.

Date

Probate Judge

PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R PUFFENBERGER, JUDGE

IN RE: THE NAME OF _____
(Present Name)
TO _____
(Requested Conformed Legal Name)
CASE NO. _____

JUDGMENT ENTRY CONFIRMING LEGAL NAME OF ADULT
[R.C. 2717.10]

This matter came before the Court for hearing on _____, on an Application to Conform Legal Name of Adult. The Court finds there is sufficient proof that a misspelling, inconsistency, or other error of the Applicant's legal name exists on the official identity document indicated below, and that reasonable and proper cause exists for issuing this order to resolve the discrepancy and to conform the Applicant's legal name.

Official identify document that requires conformity of misspelling, inconsistency, or other error:

- | | |
|---|---|
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Marriage Record |
| <input type="checkbox"/> Divorce Decree | <input type="checkbox"/> State-issued Identification Card |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Social Security Card |
| <input type="checkbox"/> Other _____ | |

Name that needs conformed on document(s): _____

Conformed legal name to be stated on the document(s): _____
First Middle Last

The Court finds that, despite the name discrepancy, this official identity document identifies one and the same person. Therefore, the Court orders that Applicant's name on this official identity document is deemed conformed as stated above to be consistent with Applicant's other official identity document(s).

The Court further Orders that Applicant's conformed legal name is: _____
First Middle Last

This Order shall not be used to correct the birth record.

CERTIFICATION OF JUDGMENT ENTRY

The above Judgment Entry Confirming Legal Name of Adult is a true copy of the original kept by me as custodian of the records of this Court.

(Seal)

_____, Probate Judge
By: _____
Deputy Clerk

Date

PROBATE COURT OF LUCAS COUNTY, OHIO

JACK R. PUFFENBERGER, JUDGE

RELEASE FOR CRIMINAL BACKGROUND CHECK

I understand that, as a result of making an application to change or conform my name, I am hereby authorizing and requesting the Probate Court, its agents, and its authorized employees, to make any and all examinations of my criminal record, and I hereby release any police or law-enforcement agency, and all individuals connected therewith, from all liability in providing such information.

DATED _____

Printed Name

Signature

RECORD CHECK
INFORMATION SHEET

Name: _____

Address:

Date of Birth: _____

Social Security Number: _____

Driver License Number: _____