

**GEAUGA COUNTY PROBATE COURT
JUDGE TIMOTHY J. GRENDALL**

CHECKLIST – NAME CHANGE-ADULT

These instructions are provided as a public service of the Geauga County Probate Court, are intended as a guideline only, and are not legal advice. Depending on the circumstances of each case, additional steps may be required that are not listed below. The clerks are not attorneys and therefore cannot answer legal questions or assist you in completing the forms or deciding which forms apply to your situation. The documents that you file must be typewritten, legible, and completed in their entirety. The clerks may refuse for filing illegible or incomplete documents. The Court recommends that you obtain legal advice from your attorney or obtain assistance from the Court's Help Center before preparing and filing any forms. You may make an appointment with the Help Center by calling 440-279-1834. If you decide to proceed without assistance from your attorney or from the Court's Help Center, then you should read the following Probate Information Sheets before taking any action:

- Name Change

Filing Requirements

1. **Form 21.0 Application for Change of Name of Adult**
2. **Form 21.5 Notice of Hearing on Change of Name**
3. **Copy of Birth Certificate** - showing the City, County and State of birth (i.e. long form)
4. **Identification** - [if applicant is not represented by an attorney - see Geauga Probate Local Rule 78.10] (1) a government-issued photographic identification (e.g. a current driver's license or passport), and (2) evidence of current mailing address (e.g. recent utility bill, bank statement account, property tax bill, voter registration card).
5. **Court Cost Deposit** - arrange for payment of court cost deposit. See the "Probate Court Costs" on the Court's website.

Additional Notes

- Personal Identifiers - see Geauga Probate Local Rule 57.2(C). Do not insert protected personal identifiers into a court document. If ordered by the Court, prepare and file form GC PF 45.0 - Confidential Disclosure of Personal Identifiers.
- Personal Safety Concern - if the applicant has a concern for personal safety if the Court publishes notice of the name change as required by law, the applicant may request that the Court not publish the notice as permitted by R.C. 2127.01(A)(4) by preparing and filing with the Court **Form 21.6 Application to Waive Publication Requirement and Seal File**. The applicant should provide the Court with sufficient evidence such as certified copies of police reports, court orders (e.g. civil protection orders) - see Geauga Probate Local Rule 78.15.