

Checklist

Conforming a Legal Name of an Adult

Filing Fees

Court Costs: \$95.00

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 Belmont 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, require a criminal background check, or hold a formal hearing on the application.

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

Initial Filing

- 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

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.

- Application to Waive Publication Requirement/Seal File and Judgment Entry Waiving Publication (Form 21.6)

PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE

IN RE: THE NAME OF _____
Present 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 Belmont 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:

Correct current legal 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 identity document(s) contain a misspelling, inconsistency, or other error: *[Check all that apply]*

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

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

Official identity document: _____

Incorrect name that requires correction on this document: _____

Correct name that should be stated on this document: _____

Official identity document: _____

Incorrect name that requires correction on this document: _____

Correct name that should be stated on this document: _____

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 so Applicant's legal name and chain of identity are consistent on all of his or her official identity documents.

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)

Attorney Registration No.

PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE

IN RE: THE NAME OF _____
Present Name

CASE NO. _____

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

STATE OF OHIO)
) **SS:**
COUNTY OF BELMONT)

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

- 1) Applicant has been a bona fide legal resident of Belmont 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 true and complete.

Date

Applicant

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

Notary Public

Typed or Printed Name

Commission Expiration Date

PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE

IN RE: THE NAME OF _____
Present Name

CASE NO. _____

JUDGMENT ENTRY CONFORMING 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 identity document that requires correction of misspelling, inconsistency, or other error: *[Select only one document]*

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

Incorrect name that requires correction on this document: _____

Correct name to be stated on this document: _____

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 corrected as stated above, and conformed to be consistent with Applicant's other official identity documents.

The Court further orders that Applicant's current legal name is: _____

It is so ordered.

Date Albert E. Davies, Probate Judge

CERTIFICATION OF JUDGMENT ENTRY

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

Albert E. Davies, Probate Judge

(Seal)

By: _____
Deputy Clerk

Date

**PROBATE COURT OF BELMONT COUNTY, OHIO
ALBERT E. DAVIES, JUDGE**

IN RE: THE NAME OF _____

CASE NO. _____

**APPLICATION TO WAIVE PUBLICATION REQUIREMENT AND SEAL FILE
[R.C. 2717.11]**

Now comes _____, pursuant to R.C. 2717.11, hereby requests this Court to waive the publication requirement and order the file in the above-captioned matter be sealed. The publication of notice in a newspaper of general circulation will jeopardize the applicant's personal safety for the following reason:

Exhibit(s) attached in support of application, if any. (E.g., Police Report, Court Order or Protective Order)

Attorney for Applicant

Applicant's Signature

JUDGMENT ENTRY WAIVING PUBLICATION AND SEALING FILE

It is hereby ORDERED that the publication requirement for the Application for Change of Name is waived, and the file in the above-captioned matter be and hereby is sealed pursuant to R.C. 2717.11.

Albert E. Davies, Probate Judge