

## **Checklist**

### **Conforming a Legal Name of an Adult**

#### Filing Fees

Court Costs: \$100.00

#### 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 Greene 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: All paperwork must be typed. We will not accept handwritten documents.  
All filings must be single-sided. We will not accept double-sided originals.  
Please do not staple original paperwork. We cannot accept filings with staples.  
You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.**

#### Initial Filing

- Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
  - o This form **must** be filed if applicant is not represented by an attorney.
- Contact Information Form (GC Form 75.3-A)
- 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.

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