

## Adult Name Conformity Checklist

### Court Deposit:

\$150.00 (additional fees may apply)

### Requirements:

An application to conform a legal name is a special proceeding separate from a name change. It is solely to conform a legal name due to a misspelling, inconsistency or other 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 Licking 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 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)
- ☐ Supplement to Application to Conform Legal Name of Adult (Form 21.7A)
- ☐ Photocopies of the following documents are required to be submitted with the application:
  - Birth Certificate
  - Driver's License/State-issued ID Card (license number must be redacted)
  - Social Security Card (social security number must be redacted)
  - Marriage Record (if any)
  - Divorce Decree (if any)
  - Passport (if any)
  - Previous Court Order(s) of change of name or name conformity (if any)
  - Any identity document(s) relating to the application to conform legal name
- ☐ Affidavit in Support of Application to Conform Legal Name of Adult (Form 21.07)
  - Affidavit must be notarized by a Notary Public or witnessed by a Deputy Clerk of the Probate Court
- ☐ Release for Criminal Background Check - Adult (Form 21.14)
- ☐ Judgment Entry Conforming Legal Name of Adult (Form 21.8)

# **NOTICE**

**THE JUDGE AND THE DEPUTY CLERKS  
ARE PROHIBITED BY LAW FROM  
GIVING LEGAL ADVICE OR  
ASSISTANCE IN PREPARING FORMS  
OR OTHER MATTERS THAT COME  
BEFORE THE PROBATE COURT**

**Ohio Revised Code Sections  
2101.41, 2101.99 & 4705.01**

**PROBATE COURT OF LICKING COUNTY, OHIO  
DEBORAH G. LANG, 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 sixty (60) days 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: \_\_\_\_\_

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"/> 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

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

CASE NO. \_\_\_\_\_

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 of 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)

Attorney Registration No. \_\_\_\_\_

\_\_\_\_\_  
Email Address

IN RE: THE NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Requested Conformed Legal Name)

CASE NO. \_\_\_\_\_

[illegible]**FORM 21.7A – SUPPLEMENT TO APPLICATION TO CONFORM LEGAL NAME OF ADULT**

**PROBATE COURT OF LICKING COUNTY, OHIO  
DEBORAH G. LANG, JUDGE**

IN RE: THE NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Requested Conformed Legal Name)

CASE NO. \_\_\_\_\_

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

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 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 \_\_\_\_\_, 20 \_\_\_\_.

**(Seal)**

\_\_\_\_\_  
Notary Public/Deputy Clerk

\_\_\_\_\_  
Typed or Printed Name

Commission Expiration Date \_\_\_\_\_

**PROBATE COURT OF LICKING COUNTY, OHIO  
DEBORAH G. LANG, JUDGE**

IN RE: THE NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Requested Conformed Legal Name)

CASE NO. \_\_\_\_\_

**RELEASE FOR CRIMINAL BACKGROUND**

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 liability in providing such information.

Dated \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

**PROBATE COURT OF LICKING COUNTY, OHIO  
DEBORAH G. LANG, JUDGE**

IN RE: THE NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Requested Conformed Legal Name)

CASE NO. \_\_\_\_\_

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

This matter came before the Court 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 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): \_\_\_\_\_

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 current legal name is: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deborah G. Lang, 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.

Deborah G. Lang, Judge

(Seal)

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date