

The Process of Legal Name Changes

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Resources at The Ohio State University

[Student Legal Services](#) at The Ohio State University (SLS) is a non-profit law office providing legal services to eligible Ohio State students. SLS can assist you *FREE OF CHARGE* with the legal name change process, including filing your application, submitting advertisement to the paper, and representing you at your hearing.

For more information and to schedule an appointment to speak to a SLS attorney, visit <http://studentlegal.osu.edu>.

[BuckID](#): The Ohio State University allows students to use their preferred name on their BuckID and will replace a BuckID listing a legal name at no cost. In order to list your preferred name on your BuckID, you must update Buckeye Link first. For more information about this process, please see our [FAQ](#).

Name Change in the State of Ohio

The process for getting a legal name change in the State of Ohio consists of a few steps that need to be completed in the following order:

1. **Probate Court:** You must complete and submit an application to your county probate court for changing your name. You have to be a permanent resident of that county for at least a year to submit the application.

Please note that if you are an OSU student and resident of Franklin County, you would submit it to the [Franklin County Probate Court](#). HOWEVER, if you are only a temporary resident of Franklin County but have your permanent address in, for example, Cincinnati (Hamilton County), then go to the Hamilton County Probate Court.

2. **Newspaper Advertisement:** The State of Ohio requires you to advertise your application in a local newspaper at least 30 days before the hearing on your application (The court will explain this in detail once you submit your application).
3. **Hearing in Court:** You will be given notice of a hearing date where, after some questions to ensure that you have complied with the process, the judge officially orders your original name changed to your new name. The court order obtained after this decision can be used to change a number of different records (financial, etc.).

For more information, please refer to the [Ohio Revised Code 2717.01](#), which addresses acquiring a legal name change. TransOhio also offers some [useful commentary](#) on this process.

Name Change at OSU

The process for changing your legal name with The Ohio State University Registrar consists of a few steps. Here's how you do it:

1. After legally changing your name, you may submit a "Request for Change of Record" to the University Registrar. This form can be obtained at the Student Academic Services building, but may also be accessed online at <https://registrar.osu.edu/students/index.asp>.
2. Select "name change" as your option and upload either a copy of the court order documenting your legal name change or a valid passport using your current legal name.

Name and Gender Marker Change at the BMV

The Ohio Department of Public Safety Bureau of Motor Vehicles allows individuals to change their name using a written court order. The BMV will also allow individuals to change the gender marker on their driver's license with the written authorization of a qualified professional. This multi-step process requires you to complete a Declaration of Gender Change:

1. **Forms:** Pick up the [Declaration of Gender Change](#) form online and review annotations and requirements as outlined.
2. **Signatures:** The individual requesting the gender marker change will need to have their physician, psychologist or therapist complete and sign the Declaration of Gender Change.

Licensed Physicians, Psychologists and Therapists are the only ones allowed to sign this form. To be qualified, the medical professional must attest that the transition is being conducted in accordance with the guidelines set forth in the World Professional Association for Transgender Health's (WPATH) Standards of Care, formally known as the Henry Benjamin Standards of Care.

3. **Submission:** Completed forms should be mailed or faxed to:

Ohio Bureau of Motor Vehicles
Attn: License Control
P.O. Box 16784
Columbus, Ohio 43216-6784
Phone: 1-614-752-7500/Fax: 1-614-752-7987

Please DO NOT forget to make a copy of the paperwork for your records. Turn-around and processing time is 7-10 business days.

4. **Notice:** The Ohio BMV will notify the applicant in writing that their information has been changed.
5. **Processing:** Take the written notification (original, not a copy) to your local BMV office to get a new license issued. The old license must be surrendered.

Please note BMV fees DO APPLY to the issuance of your new Ohio Driver's License or state-issued ID card.

Here is some more information on the Ohio driver's license gender marker process, history, and frequently asked questions: <http://www.transohio.org/change/bmvchange.html>.

Gender Marker Change on Birth Certificate

Currently, Ohio (along with Tennessee and Idaho) does not allow people who were born in the state of Ohio to change their gender marker on their Ohio birth certificate.

If you were born in any other state, you may be eligible to change the gender marker on your birth certificate. The process for this is different in each state.

Conclusion

We hope that this document is helpful to you in your transition process. The Ohio State University warmly embraces our transgender, genderqueer, gender non-binary, and gender non-conforming student communities. Additionally, we have a wealth of resources in the State of Ohio that can help make these processes more accessible and understandable to you.

- For more comprehensive information, please refer to this [resource guide](#) put together by transequality.org.
- If you need further assistance, TransOhio and Equitas Health provide [Name and Gender Change Legal Clinics](#) on a periodic basis.