Change of Name Form

(To be accompanied with an Affidavit of Name Change)

Name currently in title: _____

Name to be changed to: _____

Parcel Number: _____

Address: _____

Owner Occupied? ◯Yes ◯No

Signature of Owner or Representative: _____

Date: _____

For Auditor's Office Use Only

Date Stamped: _____ Conveyance No.: _____

Processed by: _____

FRANKLIN COUNTY AUDITOR MICHAEL STINZIANO

373 South High Street | 21st Floor | Columbus, Ohio 43215

(614) 525.HOME | auditorstinziano@franklincountyohio.gov | franklincountyauditor.com

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Affidavit of Name Change

[O.R.C. Section 5301.252]

State of Ohio
County of _____

_____, Affiant, being first duly sworn, deposes and states:

1. That Affiant is the owner of the following described real estate:

   Parcel Number _____

   Property Address _____

2. **Said property's legal description is attached hereto.**
3. That Affiant previously took title to said real estate in the name of _____

   _____ ("Old Name")

   as recorded in the following Instrument Number: _____
4. That Affiant desires to change his/her name in title to the following: _____

   _____ ("New Name")
5. That the purpose of this affidavit is to instruct the Franklin County Auditor and Recorder to reflect the change of name from Old Name to New Name.

Further Affiant sayeth naught.

_____
Signature of Affiant

Sworn to or affirmed and subscribed before me by _____

this _____ day of _____, 20____.

_____
Signature of Notary Public

***** This affidavit is provided as a courtesy and is not intended to act as legal advice or as substitution for seeking legal counsel. *****

How to Find Your Legal Description, Instrument Number, and Parcel Number

Legal Description and Instrument Number

You can find the legal description and instrument number on the most recent deed. You can find said deed by searching your name on the Recorder's website at the following link: https://franklin.oh.publicsearch.us/

The legal description should start with: "Situated in the State of Ohio, County of Franklin, and in the City/Village/Township of _____".

The instrument number is a(n) unique 15-digit number assigned to each document recorded with the Franklin County Recorder's Office, for example: 202512250012237.

Parcel Number

You can find the parcel number and by searching your name (last name first) in the Property Search tool on the Franklin County Auditor's website at the following link: https://property.franklincountyauditor.com/_web/search/commonsearch.aspx?mode=owner

The parcel number is formatted like so: 000-000000-00

Sample Legal Description

Below is an example of a legal description that would be attached to this affidavit:

Situated in the State of Ohio, County of Franklin, and in the City of Columbus:

Being Lot Number Four Hundred Ten (410) in JOHN SMITH'S CLEARLAKE SUBDIVISION, as the same is numbered and delineated upon the recorded plat thereof, of record in Plat Book 57, Page 112, Recorder's Office, Franklin County, Ohio.

***** This page is for informational purposes only and should not be included with your affidavit when submitting to the Auditor's Office. Please use a separate page for your legal description. *****