

## GENERAL NEW YORK NAME CHANGE INSTRUCTIONS

**Please note that these forms and instructions a substitute for the advice and counsel of an attorney.**

1. If born in the State of New York, Original or Certified Copy of Birth Certificate; if the individual was born outside of the State of New York, the Judge may permit a copy of the birth certificate, baptismal certificate, a passport or other legal document(s) indicating the date and place of birth as proof of birth. All documents presented to the Court should be originals or certified copies.
2. If the individual has been convicted of a crime, an explanation of the offense and any punishment must be provided. If the sentence has been satisfied, provide a Certificate of Incarceration or Certificate of Disposition.
3. You must also provide: (a) details regarding any bankruptcy filings; and (b) an explanation of the reasons for your name change. The Petition (included in your Forms Package) contains a space for you to provide this information. You should present, to the Clerk of the Civil Court (address is on your forms), an original and a copy of Name Change Order & Petition (included within your Forms Package). Be sure to make additional copies of the documents for your own use. Purchase your Index Number purchased at the Courthouse. Please note that some courts may require that any check be certified. As of the date of these instructions, the Index Number fee for the Civil Court of the City of New York is \$65.00.
4. **Notice: Civil Rights Law Sec. 62 – For Infants**  
If the petition is to change the name of an infant, notice of the time and place when and where the petition will be presented must be served, in like manner as a notice of motion upon an attorney in an action, upon (a) both parents of the infant, if they be living, unless the petition be made by one of the parents, in which case notice must be served upon the other, if he or she be living, and (b) the general guardian or guardian of the person, if there be one. But if any of the persons, required to be given notice by this section, reside without the state, then the notice required by this section must be sent by registered mail to the last known address of the person to be served. If it appears to the satisfaction of the court that a person required to be given notice by this section cannot be located with due diligence within the state, and that such person has no known address without the state, then the court may dispense with notice or require notice to be given to such persons and in such manner as the court thinks proper.
5. File forms at the Clerks office.
6. **PUBLICATION:** The statute requires that you arrange for publication in at least one newspaper approved by the Court. The Judge may also, depending upon the factual circumstances, require notification to third parties, including but not limited to the INS, a spouse/former spouse, etc.