

**NAME CHANGE GENERAL INSTRUCTIONS  
FOR  
THE CIVIL COURT OF THE CITY OF NEW YORK**

A petition for leave to assume another name may be made by a resident of New York State to either the County Court or the Supreme Court of the County in which s/he resides, or, if the person resides in the City of New York, to any branch of the Civil Court of the City of New York.

*NOTE: If the intent of the change is to correct an error in the Birth Certificate, the application **must** be made to the Supreme Court.*

**The application must be typed or neatly printed, signed by the petitioner and “verified in like manner as a pleading in a court of record.” Failure to follow the rules will lead to rejection of the Change of Name application by the Clerk.**

**A. GENERAL REQUIREMENTS FOR ALL PERSONS**

**1. Proof of date and place of birth**

If the individual was born in the State of New York, a certified copy of the birth certificate, with the raised seal of the local governmental agency, is required.

If the individual was born outside of the State of New York, 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.

*NOTE: These documents will, in general, be made a part of the court record, and will not be returned to the Petitioner.*

**2. Criminal Record**

If the individual has been convicted of a crime, an explanation of the offense, time served, etc. must be provided. If the sentence has been satisfied, a copy of the Certificate of Incarceration or Certificate of Disposition may be provided.

**3. Financial Status**

If the individual has been adjudicated a bankrupt, if there are any pending judgments against the petitioner or if there are any civil actions or proceedings pending regarding the petitioner, specific details must be provided.

**4. Reason**

The petitioner must provide the Court with the reason for wanting the change of name.

**B. PUBLICATION REQUIREMENTS**

The statute requires that after the Court orders the change of name, a copy of the Order be published in a local newspaper. The cost of such publication is the responsibility of the person whose name is changed. Civil Rights Law, Section 61 and 62 place limitations on the changing of name by a person currently confined under a series of sections of the Penal Law. An individual in this position must consult these laws.

**C. ADDITIONAL REQUIREMENTS**

Individuals requesting legal permission to change their name normally fall into one of the four categories listed below. Based upon your category, be sure to get all of the required papers before filing the petition with the Court.

1. Petitioner is unmarried and is requesting permission to legally change his/her name.

*Normally the General Requirement will be sufficient.*