

**CIVIL COURT OF THE CITY OF NEW YORK**

**CHIEF CLERK'S MEMORANDUM**

**Subject: Notification to INS**

**Class: CCM 150-A**

**Category: GP10, GP 60**

**Effective Date: October 20, 2003**

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**BACKGROUND:**

On April 1, 2003, after meeting with a representative from the Immigration and Naturalization Service (INS), we developed a system for notifying INS of change of name applications by non-citizen residents. This notification system has come into question, and at this time we are rescinding CCM 150 and establishing the following procedure.

**PROCEDURE:**

1. A non-citizen resident of the City of New York may apply to change his or her name in the Civil Court.
2. No prior notification of such application is to be given to I.N.S.

**Jack Baer**  
Chief Clerk