Adult Name Change Procedure for Erie County

How can I legally change my name?

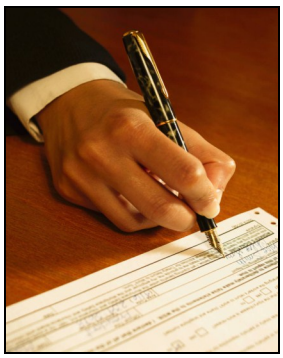
By getting a Supreme Court Name Change Order IN THE COUNTY WHERE YOU LIVE.

What forms do I need?

- If you recently got married, the marriage certificate is proof of your new name.
- If you recently got divorced, the divorce decree is proof that you may resume use of a prior name.
- If neither of these apply then you will need to fill out the following forms, printing neatly and using black ink:
    - Application for an Index Number
    - Request for Judicial Intervention
    - Petition for Name Change
    - Consent (complete only if married)
    - Order for Name Change

FORMS ARE AVAILABLE AT THE COURT HELP CENTER or ONLINE at www.nycourts.gov/courts/8jd/helpctr.shtml

Check with the Court Help Center staff to see if you need to make any additional copies.



Do not sign the Petition until you are in front of a Notary Public!

A Notary is available at the Court Help Center.

Do I need anything else?

YES. You will need to bring either:

- original or certified copy of your birth certificate (if born in NYS)

- baptismal certificate
- a passport
- other legal document of

} which shows date & place your birth

- filing fee

How much does it cost?

The fees to change a name are:

- It will cost $210 for an index number, payable to the Erie County Clerk. Only cash and personal checks are accepted with picture ID.
- When the order is granted, the law requires it be published in a local newspaper.
- Fee for certified copies of final name change order.

What if I can't afford it?

You can ask the Court for an order to file without paying the fee. Please see the Poor Person Application Instructions brochure, available at the Court Help Center or Online at **www.nycourts.gov/courts/8jd/helpctr.shtml**
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What happens at the County Clerk's Office?

Take all completed papers and filing fee to the **Erie County Clerk's Office, Actions & Proceedings Department, at 92 Franklin Street, Buffalo, NY, (or appropriate county where you live)** where an index number will be assigned. You will need 3 copies of the RJI. You will also need to make a copy of the papers if you want a copy for your record.

What do I do with the papers?

After you have your index number, go to the **Chief Clerk's Office at 25 Delaware Avenue, Ground Floor (or appropriate Chief Clerk's Office where you live),** and submit 1 time-stamped copy of the RJI and your original completed documents.

What's next?

A Judge will be assigned to your case.

Your papers will be reviewed. If additional information is needed or if your name change request has been granted, you will be contacted. You may also be required to appear before the judge.

What happens after the Judge signs the order?

The original signed order and petition must be filed in the County Clerk's Office. You will need a time-stamped copy of the name change order to take to the newspaper listed in your order and have the name change published. Publication MUST be within 60 days of the signing of the order.

Is my name legally changed?

The newspaper will give you an Affidavit of Publication which must be filed in the County Clerk's Office within 90 days of the signed order.

What happens after the Affidavit of Publication is filed?

Congratulations! Your name can now be legally changed. You will want a certified copy of the name change order for your records. You will also need to purchase a few certified copies of the name change order to send to the different agencies so your name can be changed on their records.

How do I receive an amended birth certificate?

You must contact:
NYS Department of Health
Vital Records Unit, Amendment Unit
P.O. Box 2602
Albany, New York 12220-2602

Web address: www.nyhealth.gov/vital_records/birth.htm

Email address:
vr@health.state.ny.us

Do I need to tell anyone else about my name change?

There most likely are a number of agencies which should be told about your name change, for example:

- Social Security Administration Office
- Department of Motor Vehicles
- your employer
- any bank where you have an account

What if I have more questions about changing my name?

Come to the Eighth Judicial District Court Help Center with any questions you may have.

77 West Eagle Street
Buffalo, New York 14202

Open Monday—Thursday 10:00 a.m. to 4:00 p.m.
and Friday 2:00 p.m. to 4:00 p.m.