



Order Granting a Family Name Change

UCS-NCO4 (05/2022)

Page 1 of 3

nycourthelp.gov

_____ Court
 County of _____
 Present: Hon. _____
 In the Matter of the Application of: _____

Index #: _____

Upon the application of the Petitioner(s), verified on the _____ day of _____, 20____ for **Family Name Change**, and the Court being satisfied that said petition is true, and that there is no reasonable objection to the change proposed, and that the interests of the minor child(ren), if any, will be substantially promoted by the change; it is hereby,

ORDERED that, the Petitioner(s) having provided the indicated proof of birth for each family member listed below, each listed family member is authorized to assume the following name in place of their present name and shall be known by no other name:

1. Present Name	New Name	Date of Birth
Proof of Birth		
Certified copy of birth certificate number _____ issued by _____ Department of Health; or Certified transcript of birth certificate number _____ issued by _____ Department of Health; or Certificate from Commissioner of _____ Department of Health stating no birth certificate is available; or Other: _____;		
2. Present Name	New Name	Date of Birth
Proof of Birth		
Certified copy of birth certificate number _____ issued by _____ Department of Health; or Certified transcript of birth certificate number _____ issued by _____ Department of Health; or Certificate from Commissioner of _____ Department of Health stating no birth certificate is available; or Other: _____;		
3. Present Name	New Name	Date of Birth
Proof of Birth		
Certified copy of birth certificate number _____ issued by _____ Department of Health; or Certified transcript of birth certificate number _____ issued by _____ Department of Health; or Certificate from Commissioner of _____ Department of Health stating no birth certificate is available; or Other: _____;		
4. Present Name	New Name	Date of Birth
Proof of Birth		
Certified copy of birth certificate number _____ issued by _____ Department of Health; or Certified transcript of birth certificate number _____ issued by _____ Department of Health; or Certificate from Commissioner of _____ Department of Health stating no birth certificate is available; or Other: _____;		

5. Present Name	New Name	Date of Birth
Proof of Birth		
Certified copy of birth certificate number _____ issued by _____ Department of Health; or Certified transcript of birth certificate number _____ issued by _____ Department of Health; or Certificate from Commissioner of _____ Department of Health stating no birth certificate is available; or Other: _____;		
6. Present Name	New Name	Date of Birth
Proof of Birth		
Certified copy of birth certificate number _____ issued by _____ Department of Health; or Certified transcript of birth certificate number _____ issued by _____ Department of Health; or Certificate from Commissioner of _____ Department of Health stating no birth certificate is available; or Other: _____;		
7. Present Name	New Name	Date of Birth
Proof of Birth		
Certified copy of birth certificate number _____ issued by _____ Department of Health; or Certified transcript of birth certificate number _____ issued by _____ Department of Health; or Certificate from Commissioner of _____ Department of Health stating no birth certificate is available; or Other: _____;		
8. Present Name	New Name	Date of Birth
Proof of Birth		
Certified copy of birth certificate number _____ issued by _____ Department of Health; or Certified transcript of birth certificate number _____ issued by _____ Department of Health; or Certificate from Commissioner of _____ Department of Health stating no birth certificate is available; or Other: _____;		

and it is further

OPTIONAL PROVISIONS (check all that apply; for litigants drafting a proposed order, do not enter any optional provisions below unless explicitly instructed to do so by the court.):

ORDERED that Petitioner(s) shall serve a certified copy of this order upon the following parties based upon the following reasoning and good cause:

and it is further

ORDERED that Petitioner(s) shall serve a certified copy of this order upon the following city, state or federal agencies based upon the following reasoning and good cause:

and it is further

ORDERED that, the following family member(s)):

_____,
having been convicted of an offense listed in Civil Rights Law section 64(2)(a) the court clerk shall deliver a certified copy of this order by first-class mail to the Division of Criminal Justice Services; and it is further

ORDERED that, the following family member(s):

_____,
having been responsible for child support obligations pursuant to a court order, Petitioner(s) shall deliver a certified copy of this order by first-class mail to the following court(s) that issued the child support order(s): _____ and the Child Support Collection Unit(s): _____; and it is further

ORDERED that, the following family member(s):

_____,
having been responsible for spousal support obligations pursuant to a court order, Petitioner(s) shall deliver a certified copy of this order by first-class mail to the following court(s) that issued the spousal support order(s): _____; and it is further

ORDERED at the request of the Petitioner(s) or sua sponte that the court record of this name change proceeding is sealed pursuant to the Court’s finding that an open record of the family name change would jeopardize the personal safety of one or more family members based upon the totality of the circumstances and may be opened only by court order for good cause shown or at the request of the Petitioner(s); and it is further

ORDERED that this Order be entered and the papers on which it was granted be filed in the office of the County Clerk of _____ County; and it is further

ORDERED that the authorizations contained herein are contingent upon full compliance with the provisions and directives of this order.

Dated: _____

Judge Signature