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New York State Department of Health  
Vital Records Amendment Unit  
P.O. Box 2602  
Albany, NY 12220-2602

**RE:** Birth Certificate Amendment for Prior Name  
to current name



Dear Sir/Madam:



Enclosed please find the certified copy of the court Order to change my infant's name from \_\_\_\_\_ to \_\_\_\_\_. Also, enclosed is the Affidavit of Publication from the newspaper and a copy of the existing birth certificate which must be amended.

At your earliest convenience, please amend the birth certificate to reflect the new court ordered name and send a copy to me at the following address:



If you have any questions or need additional information, please contact me at the following phone number ( ) - . Thank you.

Sincerely,

