

For help in completing this form, click on the yellow question marks or comment symbol for instructions. Please note that you *cannot* save this form. Once complete you will be able to print it, but not save it. Please make sure that your **Highlight Fields** option is on so that the fields that need to be completed are light blue in color on the form. Turn it on by clicking on the **Highlight Fields** button that is on the far right side of the purple message bar.

In the yellow highlighted areas below where petitioner is described as "his/her" or on the next page as "he/she", put a line through the gender that doesn't apply. For example: he/she

? At a Term of the _____ Court of the State of New York, held in and for the County of _____ at the Courthouse thereof, located at _____, New York, on the _____ day of _____, 20____.

PRESENT: HON. _____ ?
Justice/Judge of the _____ Court

In the Matter of the Application of _____ X

? _____ **INDIVIDUAL ADULT NAME CHANGE ORDER**

For Leave to Assume the Name of _____ **INDEX NO.:** _____ ?

? _____
_____ X

? Upon the petition of _____, verified the day of _____, 20____, asking for leave to change his/her name from _____ to _____, and the court being satisfied that the petition is true and that there is no reasonable objection to the change of name proposed,

? NOW, on motion of _____, Petitioner, it is hereby

? **ORDERED**, that the Petitioner _____, born on _____ in _____, whose Birth Certificate Number is _____, is hereby authorized to assume the name of _____ in place of his/her present name upon compliance with the provisions of this order, and it is further

? **ORDERED**, that this order shall be entered and the papers on which it was granted be filed, prior to the publication herein directed, in the Office of the Clerk of the County of _____, wherein Petitioner resides, and it is further

ORDERED, that:

- ? Publication of a notice is waived and the file shall hereby be sealed and not opened *except* by further order of the Court;
- Publication is required and, therefore, at least once within sixty (60) days after the signing of this order, a notice in substantially the form below, shall be published in the _____; ?



Notice is hereby given that an order entered by the _____¹ Court, _____² County, on _____, 20__ Index No. _____³, a copy of which may be examined at the Office of the County Clerk, located in _____⁴ County, at _____⁵, grants me the right to assume the name of _____⁶. My present name is _____⁷. My address is _____⁸. My place of birth is _____⁹ on _____¹⁰;



Within ninety (90) days of the signing of this order, an affidavit of publication as herein directed shall be filed in the Office of the Clerk of the County of _____, and it is further

ORDERED, that:




The Office of the County Clerk serve by mail a copy of this Order upon the Division of Criminal Justice Services, Correspondence Unit, 4 Tower Place - 10th Floor, Albany, NY 12203-3764 within ten (10) days after this order is filed;

A copy of this order be served by mail upon _____ at _____ within ten (10) days after this order is filed and that proof of service be filed within twenty (20) days thereafter, and it is further



ORDERED, that upon full compliance with the above provisions of this order, the Petitioner shall be known by the name of _____, which **he/she** is hereby authorized to assume and by no other name.

DATED: _____, 20__ 
_____, New York

ENTERED:



Justice/Judge