

# AMENDING A BIRTH RECORD AFTER A LEGAL NAME CHANGE HAS BEEN APPROVED

## PLEASE TAKE NOTICE:

The City Clerk's Office **does not** process nor does it have the authority to amend a birth record after a LEGAL NAME CHANGE has been approved by the court for A CHILD OR AN ADULT.

Once a legal name change has been approved by the court and published accordingly, you need to send the following information to Albany:

1. A letter requesting that Albany amend your birth certificate (see reverse);
2. A certified copy of the legal name change order;
3. A copy of the publication.
4. A copy of your driver's license or government issued I.D. (address must match where the amended birth certificate will be mailed)

Should you have additional questions or concerns, please contact Albany directly at [VR@health.ny.gov](mailto:VR@health.ny.gov).

# **SAMPLE LETTER**

**John Doe**  
**House # and Street Name**  
**City, State Zip**  
**Phone Number: (000) 000-0000**

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Date: XXXXXXXXXXXX 00, 20\_\_\_\_\_

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

NYS DOH:

Attached please find my Certified Legal Name Change Order.

My birth name was \_\_\_\_\_

My Date of Birth is: \_\_\_\_\_

My name has legally been changed to \_\_\_\_\_

I am hereby requesting to have my birth record amended to reflect this change and that you process and mail my amended birth certificate at your earliest convenience to me and to my local Vital Statistics office.

Thank you for your immediate attention to this request.

Sincerely,

(New Name)