

Procedure for Name Change and/or Sex Designation For Individual Adult

These forms and instructions have been prepared to assist individuals in preparing and filing for permission to change his/her name and/or sex designation. If you have any questions, you should consult an attorney.

1. You must complete the following documents:
 - Request for Judicial Intervention (RJI). Completed by Applicant. Make two copies.
 - Petition for Adult's Name Change and/or Sex Designation Change (Petition). Completed by Applicant and signed before a notary public. Make two copies.
 - Order Granting Name Change and/or Sex Designation Change for Individual Adult. Completed by Applicant.

2. RJI and Petition, along with copies to:
 - Livingston County Clerk's Office
Attn: Andrea Bailey, Livingston County Clerk
6 Court Street
Geneseo, New York 14454
 - Pay filing fee to County Clerk's Office to purchase Index Number.
 - Livingston County Schedule of Fees attached.
 - Affidavit in Support of Application to Proceed as a Poor Person attached.

3. Request the following from the Livingston County Clerk's Office:
 - File original Petition
 - i. Two timestamped copies of the Petition. One for your records and one for Supreme and County Court.
 - File original Request for Judicial Intervention (RJI)
 - i. Two timestamped copies of Request for Judicial Intervention (RJI). One for your records and one for Supreme and County Court.

4. Provide the following documents to Supreme and County Courts located at 2 Court Street, Geneseo, New York 14454
 - Timestamped copy of the Request for Judicial Intervention (RJI)
 - Timestamped copy of the Petition
 - Timestamped Affidavit to Proceed as a Poor Person – if required
 - Proposed Order Granting Name Change and/or Sex Designation Change for Individual Adult
 - Original Birth Certificate or certified copy (with raised seal)

5. Your Name Change and/or Sex Designation will be assigned to a Judge. The Judge may either grant or deny the Petition on the papers submitted or schedule a court date.

6. Once the application has been granted, you must make one copy of the original order, signed by the Judge. File the original order with the Livingston County Clerk's Office. Request a certified timestamped copy.

7. Official Notice to be Published per Order – Sample Name Change Publication

- Notice is hereby given that an order entered by the Supreme Court of Livingston County on January ____, 2023, Index #_____/22, copy of which may be examined at the County Clerk, located in Livingston County, 6 Court Street, Geneseo, New York, grants me the right affected on January ____, 2023, to assume the name of Jane Doe _____. My address is _____ Anonymous Dr., Geneseo, New York, on March _____, 2023.

8. To receive an amended birth certificate, you must mail your file-stamped, certified copy of the Order and copy of original birth certificate to:

- New York State Department of Health
Attn: Vital Records Amendment Unit
P.O. Box 2602
Albany, New York 12220-2602
- A sample letter is included for your reference.
- A self-addressed stamped envelope will be required for the Department of Health.

Sample Letter
(Referenced under number eight)

January 1, 2023

New York State Department of Health
Attn: Vital Records Amendment Unit
P.O. Box 2602
Albany, New York 1220-2602

***Re: Birth Certificate Amendment for Name Change – SMITH, JANE
prior name to current name***

To Whom it May Concern,

Enclosed please find the certified copy of the court Order to change the name from

_____ to _____.

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

If you have any questions or require additional information, please contact me at the following phone number _____ - _____ - _____.

Very truly yours,

COUNTY OF LIVINGSTON

_____, the Petitioner herein, being duly sworn, says that he/she is the Petitioner in the above named proceedings and that the forgoing petition is true to his/her own knowledge, except as to matters wherein stated to be alleged on information and belief, and as to those matters, he/she believes it to be true.

Signature

Sworn to before me this ____ day of _____, _____

Notary Public