

DIRECTIONS FOR OBTAINING COPIES OF NAME CHANGE DOCUMENTS

Please complete the attached form and have it NOTARIZED. Please be advised that Name Change documents can only be released to the party, the attorney of record or the petitioning parent for minor's name change.

The Index Number must be provided. If you do not have the Index Number, you must include a check payable to the Nassau County Clerk in the amount of \$5.00. This is the fee for the Clerk's Office to search for the Index Number.

The first and last names of both parties must be provided.

A contact telephone number must be included. If we have any questions regarding your request, we will use this number to call you.

You must indicate the name of the document you are requesting and whether or not you want the document certified or non-certified. A check payable to the Nassau County Clerk must accompany the request. The check MUST include your name, address and phone number. The fees are as follows:

Non-certified copies are .65 per page, with a minimum of \$1.30 and a maximum of \$40.00 per copy requested.

Certified copies are \$1.25 per page, with a minimum of \$5.00 and a maximum of \$40.00 per copy requested.

If you know the page count, send the appropriate fee. Always add one page for the Nassau County Clerk's cover sheet. If you do not know the page count, you can send a blank check and put the words "not to exceed \$40.00" in the memo section of the check. The Nassau County Clerk's Office will fill in the correct amount.

A self-addressed, stamped envelope must be provided so the document can be mailed to you. Please make sure your envelope is large enough and has enough postage on it to accommodate the appropriate number of pages. The document must be mailed back to you; it cannot be provided to a third party.

The address for processing is:

Nassau County Clerk Maureen O'Connell
240 Old Country Road
Mineola, New York 11501
Attention: Madeline Room 106

Document processing may take up to four (4) weeks. If this is an urgent matter, please send the request priority or overnight mail and include a self-addressed pre-paid envelope. This will expedite the process.

The Following Form must be completed, notarized and mailed to the County Clerk's Office with proper payment and a Self-Addressed Stamped Envelope.

Today's Date: _____ Approx. Date of Action: _____

Index Number: _____ If Unknown, please include a \$5.00 search fee.

Please print the Prior Name as well as the New Name

Old Name New Name

Petitioning Parent's Name for Minor Child: _____

Daytime Phone: _____

Document Being Requested: _____

Do you want the Document CERTIFIED? Please specify YES or NO: _____

Signature: _____

Printed Name: _____
Petitioner/Attorney/Petitioning Parent of Minor

NOTARY MUST PROVIDE THE NAME OF THE PERSON THAT APPEARED BEFORE THEM

Sworn to before me this

_____ day of _____ 20_____

Notary Public