



Instructions for Notification of Name Change

Congratulations on your name and/or gender marker change! It is important that you notify several agencies of the change quickly, so that you do not run into any issues with conflicting identification.

To ensure success in updating your information with these agencies, we recommend following these instructions in order, as certain offices may require other documentation be updated before they can administer any changes. All publicly available forms required for applications to update your information are linked (in blue text) in the instructions here, or you can find them online by searching the name of the form.

1) Obtaining a Certified Copy of Name Change:

For each of the agencies you will notify of your name change, you need to submit a certified copy of your name change order. In order to do this, you must follow these steps:

- Identify in which county court your name change was granted (this is the county you lived in at the time of your name change)
- Contact your county clerk to request information on which documents they require to receive a certified copy of your name change

Contact Information for Local County Clerk's Offices:

Erie County: 25 Delaware Avenue, Buffalo, NY 14202 Phone: 716-845-9301	Niagara County: 175 Hawley St, Lockport, NY 14094 Phone: 716-280-6400	Orleans County: 3 S Main St, Albion, NY 14411 Phone: 585-283-6657	Allegany County: 7 Court Street, Belmont, NY 14813-1084 Phone: 585-449-3462
Chautauqua County: PO Box 292, 3 North Erie Street, Mayville, NY 14757-0292 Phone: 716-753-4835	Cattaraugus County: 303 Court Street, Little Valley, NY 14755 Phone: 716-379-6639	Wyoming County: 147 North Main Street, Warsaw, NY 14569 Phone: 585-228-3199	Genesee County: 1 West Main Street, Batavia, NY 14020 Phone: 585-201-5727
Steuben County: 3 East Pulteney Square, Bath, NY 14810 Phone: 607- 664-2563	Livingston County: 2 Court St, Geneseo, NY 14454 Phone: 585- 243-7010	Monroe County: 99 Exchange Blvd., Hall of Justice, 5th Floor, Room 545, Rochester, NY 14614 Phone: 585- 753-1600	

2) Updating Your Birth Certificate:

To change the name and gender on your birth certificate, you must put together the following documents:

- A certified copy of the name change order (if you are changing your name)
- Proof of publication of your corrected name
- A cover letter including your birth information and return address
- An original notarized Affidavit of Gender Error form ([FORM DOH-5303](#)) signed by the applicant in front of a notary (if you are changing your gender marker)
 - *doctor's letters no longer accepted!*
- 1 self-addressed, stamped envelope
 - You will receive 1 free copy of your updated birth certificate, and your name change order will be returned to you

You will then mail your documents to the following address:

**New York State Department of Health
Bureau of Vital Records Administration
800 North Pearl Street, Room 216
Albany, New York 12204**

3) Updating Your Information with the Social Security Administration:

To get a new social security card with your corrected name, you must put together the following documents:

- A completed SS-5 form (the application form for a new card, [SS-5 FORM](#))
- A certified copy of a name change order
- An original doctor's letter (if you are changing your gender marker)
- A photocopy of an unexpired photo ID (this can be in your old name)

Mail these documents to your local social security office (which you can find here: [Office Locator](#)) or present them in person at the same location. Changes are effective within 24 hours of being processed, and a new SS card should arrive in about 2 weeks, free of charge.

4) Updating Your Information with the DMV:

In order to change your driver's license or state ID, you must visit your local DMV branch with the following documents:

- Proof of your identity
 - You may bring an existing New York State Driver's License or ID card that is currently valid or expired less than 2 years ago OR

- You may bring your social security card, proof of date of birth, and documents that are worth a total of 4 points of ID. Refer to this link to find which documents qualify as proof of identity: [Points Explanation](#)
- A certified copy of your name change order
- Doctor's letter regarding gender change (if you are changing your gender marker)
- An application for a state ID ([FORM MV-44](#)) which you can either fill out at the DMV office or download here and fill out beforehand
 - Make sure to use your new name when filling out the form, and write your old name in the space concerning "former names"
 - Also be sure to use indicate the gender you want designated on your ID in the space asking your gender, and in the box for "other change," indicate the change in gender
 - If you would like to update your voter registration record, fill out page 3 of this form

You will receive a temporary non-photo ID from the DMV immediately after applying, and your permanent ID should arrive in 2-6 weeks.

- The DMV will require you to update insurance documents at the same time as replacing your license, so you may want to update your insurance card prior to your visit to the DMV
- If you are applying for your first NYS ID, it will cost about \$65 for a license or \$13 for an ID card
- If you are applying for a new license, it will cost about \$12.50, and for a new non-driver ID, it will cost \$5.00

4) Updating Your Information with Medicaid:

If you qualify for Medicaid, you will need to update your card by preparing the following documents:

- Contact your Medicaid caseworker at your local Department of Social Services office to inform them of the name change and request a Change of Information form
- Fill out the form and make copies of your updated Social Security card, driver's license, and birth certificate, as well as your name change order and doctor's letter for gender changes

Mail the completed form and copies of your identifying documents to the NYS Medicaid office at:

New York Office of Medicaid Inspector General
800 North Pearl Street
Albany, NY 12204

You should receive an updated Medicaid card within 8 weeks.