



**TOMPKINS COUNTY  
CLERK'S OFFICE**  
320 N Tioga Street  
Ithaca, NY 14850  
(607) 274-5431

*Maureen Reynolds*  
County Clerk

*Alanna Congdon*  
Executive Deputy County Clerk

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**NAME CHANGE and/or GENDER DESIGNATION  
ORDER REQUEST**

Our office will provide certified copies of name change and/or gender designation orders in a name change/gender designation change proceeding to the party indicated below after they have shown satisfactory identification in person or signed the below statement, and their **signature has been notarized**.

This *original* statement must be accompanied by a self-addressed, stamped envelope and check or money order for payment of the processing/certification fees and mailed to: **Tompkins County Clerk 320 N Tioga Street Ithaca, NY 14850**

Copies - \$.65/page with a minimum of \$1.30 for a one (1) page document  
Certified copy of name change/gender designation change order - \$5.00

Document(s) requested: \_\_\_\_\_

The undersigned, being duly sworn, states I am the petitioner/minor in the name change/gender designation change proceeding

\_\_\_\_\_  
Name of Petitioner (Print)

\_\_\_\_\_  
Name of Minor (if under 18 at filing) (Print)

which was brought in Tompkins County Supreme Court in \_\_\_\_\_ (year) and was assigned Index # \_\_\_\_\_

Signature \_\_\_\_\_

**- OR -**

I am the attorney representing the petitioner in this Name Change and/or Gender Designation Action. If the attorney requesting documents differs from the attorney of record, proof of representation must be provided.

\_\_\_\_\_  
Attorney Name (Print)

\_\_\_\_\_  
Attorney Signature

State of \_\_\_\_\_ } ss

County of \_\_\_\_\_ }

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledge to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public