
[Your Full Name]

[Your Street Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Date]

To: Broome County Clerk's Office

Subject: Request for Certified Copy of Name Change

Case of _____
[Your Full Name & Former Full Name]

Dear Clerk of the Court,

I am writing to formally request _____ certified cop(ies) of my Name Change from the case of: (Fill in as much as possible)

- **Index Number (if known):** _____
- **Approximate Date of Name Change:** _____
- Please find enclosed Check/ Money order [or Please contact me at the number listed above] for the amount required for the request. \$ _____
- I have also included a Self-addressed stamped envelope to return the requested documents in.
- I have also included a photocopy of my valid government-issued photo ID front and back, or request to send this by email.
- a notarized signature.

You can reach me at the phone number or email address listed above if further information or verification is needed. Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]

Sworn to Before me on this ____ day

of _____, 20____

Seal