



## Change of Case Name Required Documents Checklist

To change your case name due to marriage, divorce/separation, or death of a parent who is the payee, send the adoption subsidy case name, case number, case address, child's name, along with the following documentation:

1.  Marriage certificate
2.  Divorce certificate
3.  Death certificate
4.  In case of divorce/separation:
  - Notarized document from either of the adoptive parents requesting his/her name be removed from the subsidy check.

Send the documentation by mail or fax to:

**Mail:** NYC Administration for Children's Services  
Adoption Subsidy Mail Center  
150 William Street, 14th Floor  
New York, NY 10038  
**Fax:** (212) 676-9032