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