



Change of Status of Adopted Child Required Documents Checklist

If there is a change of status of your adopted child - for example, the child entered into military service, marries, or dies - you must inform us.

Send us the adoption subsidy case name, case number, case address, child's name, along with the appropriate documentation:

1. Military service orders /or notarized letter from parent stating that the child is in military service
2. Marriage certificate (copy)
3. Death Certificate (copy)

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