



**CASH  
BAIL**

**CASH BAIL REFUND CHANGE OF ADDRESS NOTICE**

**Mail to: NYC Department of Finance, Client Services, 66 John Street, 12th Floor, New York, NY 10038**

**Instructions:** This application is for Cash Bail Change of Address Only. The application must be notarized after all sections have been completed. Submit the completed application to the address above, along with a copy of the original bail receipt. If it is not available, a *Lost Bail Receipt Affidavit* must be completed and submitted. Two forms of identification are also required. Some acceptable forms of identification are a valid NYS or out-of-state drivers license or non-driver ID, US passport, ATM bank/credit card, voter's registration card, employment ID, a NYC library card, or utility bill. One form of identification must contain a photo. Birth certificates and Social Security cards are not acceptable. Do not mail original forms of ID. For further information call 212-487-3046 or 212-487-3050.

**SECTION I - APPLICANT INFORMATION**

Print the name of surety/assignee who posted cash in lieu of criminal bail and write the new mailing address where the refund should be sent.

1. Name: \_\_\_\_\_  
PRINT LAST NAME OF SURETY PRINT FIRST NAME OF SURETY

2. Former Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
(As it appears on the bail receipt) NUMBER AND STREET

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. New Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
(Where bail refund should be mailed) NUMBER AND STREET

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4. Phone Number: \_\_\_\_\_ 5. Email Address: \_\_\_\_\_

**SECTION II - DEFENDANT INFORMATION**

1. Print the name of the defendant in the case of People of the State of New York vs.: \_\_\_\_\_  
PRINT LAST NAME OF DEFENDANT PRINT FIRST NAME OF DEFENDANT

2. Print the docket, indictment and/or treasury receipt number below, (if available):

a) DOCKET/INDICTMENT # \_\_\_\_\_ b) TREASURY RECEIPT # \_\_\_\_\_

**SECTION III - CERTIFICATION**

*I certify that I am the above named surety/assignee, that I authorize the change in my address indicated above and that I am entitled to receive a refund, (less a sum equal to 3% as provided by Section 99-m of the New York State General Municipal Law) and less an amount to be paid to the Clerk of the Court in payment of a fine, if such a deduction has been consented to. I hereby acknowledge that the information provided is true and correct to the best of my knowledge.*

\_\_\_\_\_  
 Signature of Surety

Sworn to before me

on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 Notary Public/Commissioner of Deeds

Notary  
Affix  
Stamp  
Here

**FOR OFFICIAL USE ONLY**

\_\_\_\_\_  
 Customer Representative's Initials and Date

\_\_\_\_\_  
 Supervisor's Initials and Date