Amending a Death Case
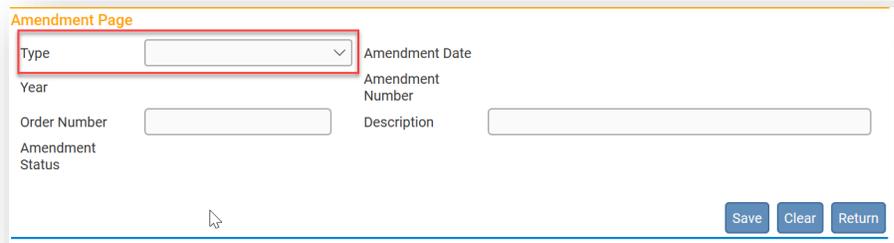
1. Enter into a case and Select **Amendments** under the **Other Links** section in the Death Registration Menu.

Other Links
Amendments
Comments
Cremation Clearance
ME Review Case
Print Forms
Validate Registration

2. Select the **Type** of amendment
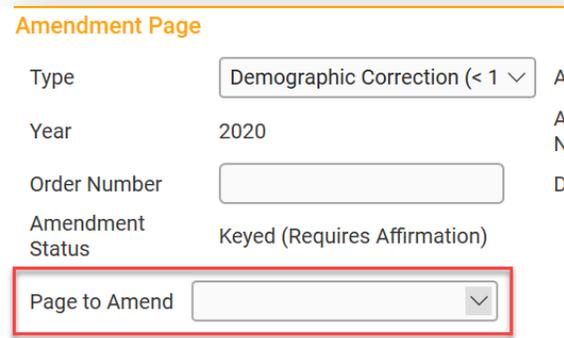
- Click **Save**

Amendment Page

Type [ ] Amendment Date
Year   Amendment Number
Order Number [ ]   Description [ ]
Amendment Status

Save Clear Return

3. Make a selection for the Page to Amend.

Multiple amendments can be documented in one request by selecting different Pages to Amend and making the desired changes.
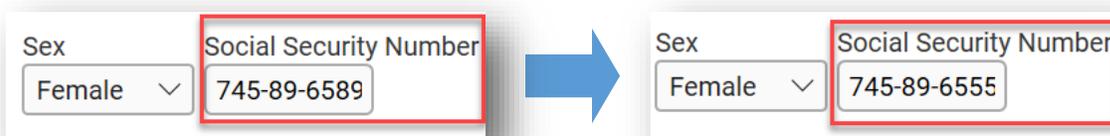
Amendment Page

Type   Demographic Correction (< 1 ∨)   A
Year   2020   A N
Order Number [ ]   D
Amendment Status   Keyed (Requires Affirmation)

Page to Amend [∨]

4. The specific page will be demonstrated and available to make the appropriate changes.

- Make the necessary corrections.

Sex   Social Security Number
Female ∨   745-89-6589

→

Sex   Social Security Number
Female ∨   745-89-6555

Amending a Death Case

5. Once corrections have been made, select **Validate Amendment**.

Amendment Page

The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.

The amendment will still need to be affirmed in order to send to the local registrar's office.

6. Go to **Amendment Affirmation** in order to affirm.

Amendments Menu

Amendment

Attachments

Amendment Affirmation

There is an option to attach any required documents through **Attachments**.

7. Select the check box to affirm that the information changed is correct.

Affirmations

Affirm the following:

The original facts for the amended items were incorrectly stated at the time of death. I affirm that the amendment(s) requested is/are supported by documentation and will change the original record to reflect the true facts

Affirm

The Amendment will now be sent to the local registrar's office to be reviewed and receive approval.