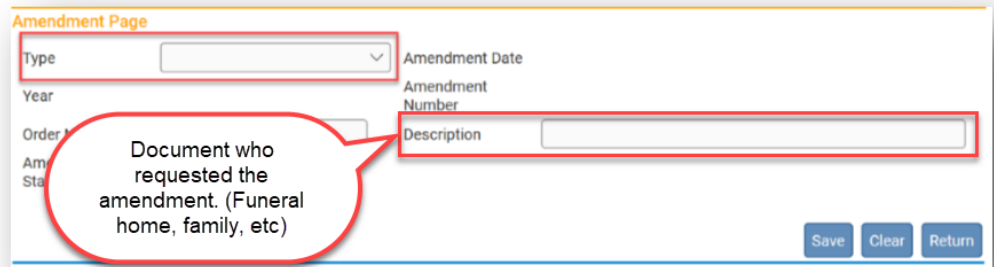


# Amending a Death Case

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

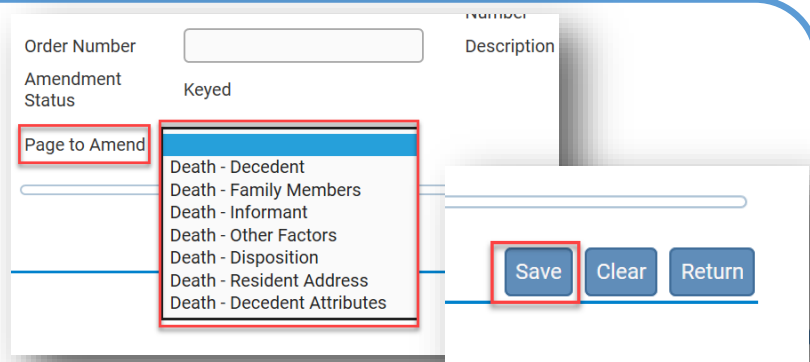


2. Select the **Type** and add the person who is requesting the Amendment in the **Description** field. Then click **Save**.



A screenshot of the 'Amendment Page' form. It includes fields for 'Type' (a dropdown menu), 'Amendment Date', 'Year', 'Amendment Number', and 'Description'. A red callout box points to the 'Description' field with the text: 'Document who requested the amendment. (Funeral home, family, etc)'. At the bottom right are 'Save', 'Clear', and 'Return' buttons.

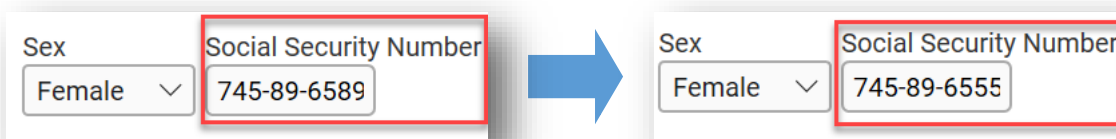
3. Make a selection for the **Page to Amend** and select **Save**.



A screenshot showing a dropdown menu for 'Page to Amend'. The menu is open, showing the following options: 'Death - Decedent', 'Death - Family Members', 'Death - Informant', 'Death - Other Factors', 'Death - Disposition', 'Death - Resident Address', and 'Death - Decedent Attributes'. The 'Page to Amend' label is highlighted with a red box. To the right, 'Save', 'Clear', and 'Return' buttons are visible.

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

- Make the necessary corrections.



A diagram illustrating a correction. On the left, a form shows 'Sex' as 'Female' and 'Social Security Number' as '745-89-6589'. A blue arrow points to the right, where the same form shows 'Sex' as 'Female' and 'Social Security Number' as '745-89-6555'. The 'Social Security Number' fields in both forms are highlighted with red boxes.

## Amending a Death Case

5. Once corrections have been made, select **Save**.

Country  
United States

Update Page Validate Amendment **Save** Clear Return

6. The changes will display to review. Select Approve Amendment.

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Decedent-Middle Name		Marvin	Edit	Delete

Approve Amendment Cancel Amendment Validate Amendment Save Clear Return

7. Ensure that a copy of the amendment documentation is scanned and inserted into the record as an attachment. Select **Attachment** under Other Links.

Other Links

- Amendments
- Assign Status
- Attachments**
- Comments

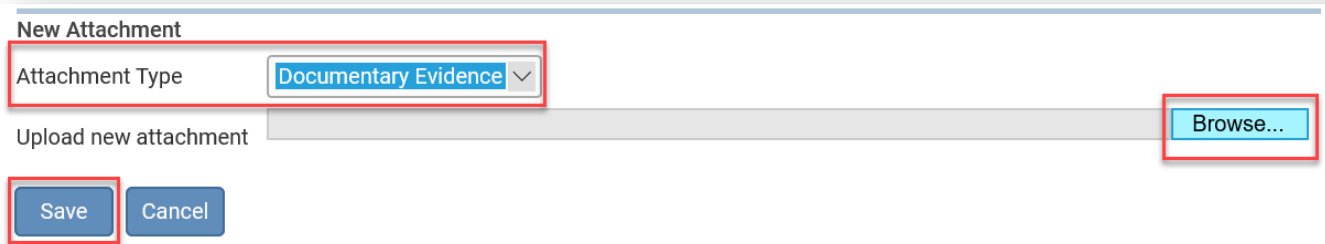
8. Click **New Attachment**.

Total Records : 1

**New Attachment** Close

## Amending a Death Case

9. Choose **Documentary Evidence** as the Type, attach the file by browsing the computer, and click **save**.



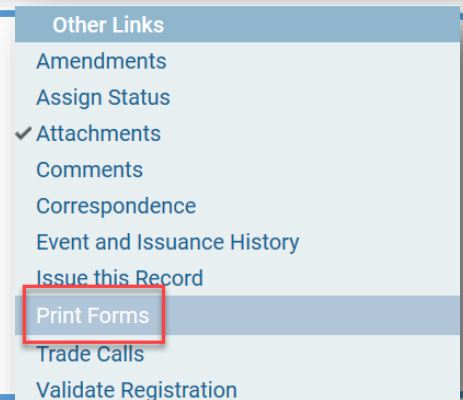
New Attachment

Attachment Type Documentary Evidence

Upload new attachment Browse...

Save Cancel

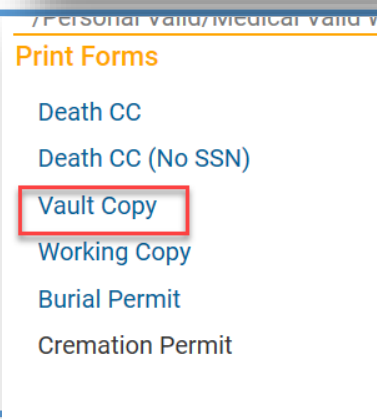
10. The Vault Copy can now be printed. Select **Print Forms** in the Other Links section.



Other Links

- Amendments
- Assign Status
- ✓ Attachments
- Comments
- Correspondence
- Event and Issuance History
- Issue this Record
- Print Forms**
- Trade Calls
- Validate Registration

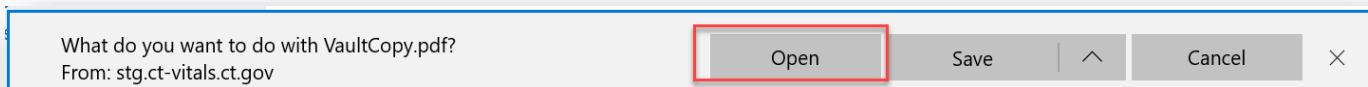
11. Click the link for **Vault Copy**.



Print Forms

- Death CC
- Death CC (No SSN)
- Vault Copy**
- Working Copy
- Burial Permit
- Cremation Permit

12. A PDF will generate that can be opened and printed by a local device.



What do you want to do with VaultCopy.pdf?  
From: stg.ct-vitals.ct.gov

Open Save ^ Cancel ×