

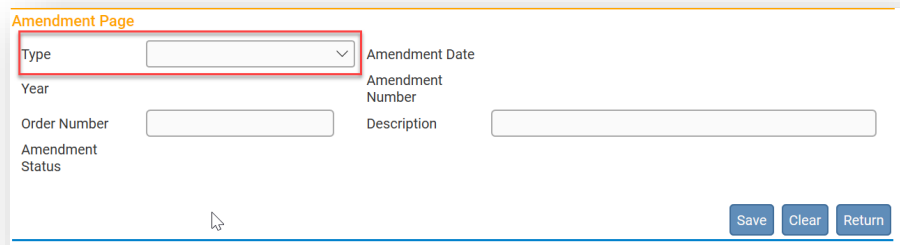
# Amending a Death Case

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



2. Select the **Type** of amendment

- Make the change to the case on this page
- Click **Save**

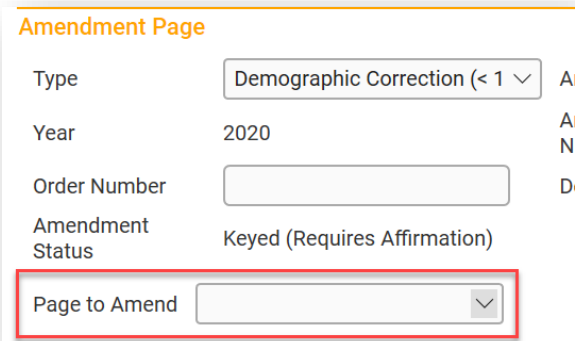


Amendment Page

Type  Amendment Date  
 Year  Amendment Number  
 Order Number  Description   
 Amendment Status

Save Clear Return

3. Make a selection for the Page to Amend.

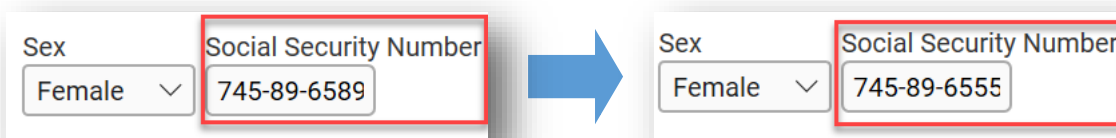


Amendment Page

Type Demographic Correction (< 1) A  
 Year 2020 A  
 Order Number  N  
 Amendment Status Keyed (Requires Affirmation) D  
 Page to Amend

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

- Make the necessary corrections.



Sex Female  Social Security Number 745-89-6589

➔

Sex Female  Social Security Number 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.

**Note:** 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

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

7. Select the check box to affirm that the information changed is correct to the best of your knowledge.

### 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.