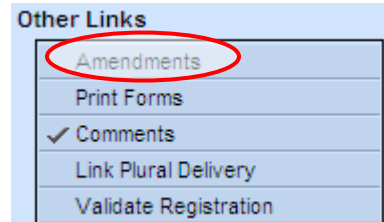


Amendments

From time to time, it may be necessary to make corrections to a birth certificate or fetal death record after it has been registered at the State and assigned a State File Number. Amendment requests require a State review process before they can be approved. Requesting an amendment via the OVERS application significantly shortens the processing time necessary to change a birth certificate or fetal death record after registration.

To access **Amendments** for a birth record, select **Other Links > Amendments** from the **Birth Registration Menu**.

To access **Amendments** for a fetal death record, select **Other Links > Amendments** from the **Fetal Death Registration Menu**. The first page displayed is the **Amendment Page**.



 A screenshot of a web browser window showing the 'Amendment Page'. The browser title bar reads '193 2008005202 :Cara Anna Marie London De Long Martinez JUN-06-2008 Amendment Exists'. The page title is 'Amendment Page'. The form contains several fields: 'Type' (a dropdown menu with 'Correction Affidavit 1 Year And Under' selected), 'Year', 'Order Number', 'Amendment Status', 'Amendment Date', 'Amendment Number', and 'Description'. At the bottom right, there are three buttons: 'Save', 'Clear', and 'Return'.

The first step in processing an amendment is to select an amendment type from the **Type** dropdown list.

For birth records, there are 2 types of amendments: 'Correction Affidavit 1 Year And Under' and 'Statistical Correction'.

Correction Affidavit 1 Year And Under – This type includes items that appear in the legal section of the birth record (the personal, legal information about the birth registrant and parents).

Statistical Correction – This type includes items that appear in the facility section of the birth record (the confidential, medical information about the birth and parents that is collected for statistical purposes).

Select 'Correction Affidavit 1 Year And Under' or 'Statistical Correction' from the **Type** dropdown list.

For fetal death records, the only amendment type is 'Correction Affidavit <= 1 Year – FD'.

Next, click **Save**. The page will refresh and the **Amendment Date** will automatically fill in with the current system date and an **Amendment Number** will be assigned. In addition, new controls appear on-screen: an **Item** grid control and a **Page to Amend** dropdown list.

The screenshot shows the 'Amendment Page' form. The 'Page to Amend' dropdown is circled in red, and its list of options is expanded. An orange callout box points to the dropdown with the text: "Amendment items are added to the control by clicking the 'Page to Amend' button, shown here." Another orange callout box points to the 'Item' grid control with the text: "The 'Item' grid control will appear once an amendment type has been selected and the Save button has been clicked. Initially, the grid control is empty." The grid control has columns for 'Item In Error', 'Item Appears', and 'Item as it Should be', along with 'Edit' and 'Delete' buttons.

From the **Page to Amend** dropdown list, select the page to be amended. This will cause the page to refresh, displaying the page to be amended

In the following example, the Mother page was selected from the Page to Amend dropdown. The entire Mother page then appears at the bottom of the page.

The screenshot shows the 'Mother' page form. It contains the following fields:

- Mother's Current Name:** First (Fauna), Middle (Rae), Last (Delacorte), Suffix.
- Copy Current Legal Name:** A button.
- Mother's Name Before First Marriage:** First (Fauna), Middle (Rae), Last (Hopkins), Suffix.
- Date of Birth:** JAN-01-1973, Age (35).
- Mother's Birthplace:** Birthplace State (New York), Birthplace Country (United States).

 At the bottom, there are buttons for 'Cancel Amendment', 'Validate Page', 'Save', 'Clear', and 'Return'.

Make changes to the page as necessary and then click the **Save** button to save the changes.

You can also click the **Validate** button if you want to check for possible errors in your amendments.

After you save the amendment, the page will refresh with the list of all amendments made to the record appearing under the grid control.

95196 2008017265 :Trini Lana Delacorte NOV-12-2008 Amendment Exists

Amendment Page

Type: Correction Affidavit 1 Year And Under Amendment Date: NOV-24-2008
 Year: 2008 Amendment Number: 21682
 Order Number: Description:
 Amendment Status: Keyed (Requires Affirmation)

Documentation Type:
 Other Document Type:
 Facts Supported:
 Reject Reason:
 Other Reject Reason:

Page to Amend:

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Mother - Middle Name - Current	Rae	Flora	Edit	Delete
Mother - Middle Name - Before First Marriage	Rae	Flora	Edit	Delete

Cancel Amendment Save Clear Return

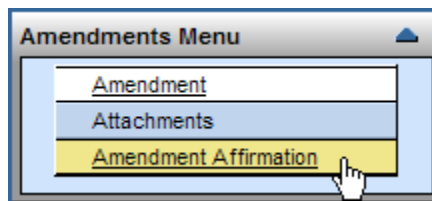
Continue adding items by selecting the **Page to Amend** button, replacing the appropriate items, then clicking the **Save** button with each item added.

Notice in the example above, the **Item** grid control now displays two Amendments to the registration. The **Amendment Page** allows the user to add multiple amendments to a record.

If the information on this page has not been saved, then clicking the **Clear** button will clear all entries related to the current amendment being added. If the page had been previously saved, then clicking the **Clear** button would reset all controls to the values in place prior to the last save.

Click the **Save** button to save the amendment to the **Item** grid or the **Return** button to close this page and return to the **Birth Registration Menu**.

When all amendments have been entered and are displayed in the **Item** grid, select **Amendment Affirmation** from the **Amendments** menu to approve (sign) the amendment request.



Amendment requests must be saved before they can be approved by the State office.