

## Amendments

From time to time, it may be necessary to make corrections to a death certificate 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 death certificate record after registration.

To access [Amendments](#) for a death record, select [Other Links > Amendments](#) from the [Death Registration Menu](#).

**Amendment Page**

Type:  Amendment Date:

Year:  Amendment Number:

Order Number:  Description:

Amendment Status:

Documentation Type:

Other Document Type:

Facts Supported:

Reject Reason:

Other Reject Reason:

Save Clear Return

**Other Links**

- Amendments
- Print Forms
- ✓ Comments
- Link Plural Delivery
- Validate Registration

The first step in processing an amendment is to select an amendment type from the [Type](#) dropdown list.

For death records, there is only one type of amendment: 'Personal'. Select 'Personal' from the [Type](#) dropdown list.

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.

**Amendment Page**

Type:  Amendment Date:

Year: 2009 Amendment Number: 21920

Order Number:  Description:

Amendment Status: Keyed (Requires Affirmation)

Documentation Type:

Other Document Type:

Facts Supported:

Reject Reason:

Other Reject Reason:

Page to Amend:

Item as it Appears | Item as it Should be | Edit | Delete

**Amendment items are added to the control by clicking the "Page to Amend" button, shown here.**

**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.**

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 **Family Members** page was selected from the Page to Amend dropdown. The entire **Family Members** page then appears below the amendment item grid.

**Family Members**

Marital Status:

Spouse's Name

First:  Middle:  Last (maiden name prior to first marriage):  Suffix:

Father's Name

First: Robert Middle: I Last: Moss Suffix:

Mother's Maiden Name Prior to First Marriage

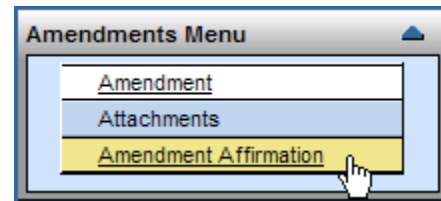
First: Susan Middle: J Last: Lewis Suffix:

Cancel Amendment | Validate Page | Save | Clear | 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:  Amendment Date:

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:

<a href="#">Item In Error</a>	<a href="#">Item as it Appears</a>	<a href="#">Item as it Should be</a>	Edit	Delete
Mother - Middle Name - Current	Rae	Flora	<a href="#">Edit</a>	<a href="#">Delete</a>
Mother - Middle Name - Before First Marriage	Rae	Flora	<a href="#">Edit</a>	<a href="#">Delete</a>

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.**