

# Amending an Electronic Death Record That Was Certified in OVERS

It may sometimes be necessary to make corrections to a death certificate after it has been registered at the State and assigned a State File Number (SFN).

Locate the record in OVERS that needs to be amended. After a record is registered, different options will appear under **Other Links**. To request an amendment to a record, select **Amendments** from the **Other Links** section of the **Death Registration Menu**.

The **Amendment Page** will appear. Choose the **Type** of amendment from the dropdown list. Your only option is **Medical**. Then click **Save**.

Death Registration Menu	
Personal Information	
Decedent	
Resident Address	
Medical Certification	
Pronouncement	
Place of Death	
Cause of Death	
Other Factors	
Injury	
Certifier	
Registrar	
Amendment List	
Other Links	
Amendments	
Comments	
Print Forms	

**Amendment Page**

Type:  Amendment Date:

Year:  Amendment Number:

Order Number:  Description:

Amendment Status:

**Save**

The page will refresh automatically and a new dropdown list appears for **Page to Amend**. Select the page from the dropdown that contains the information you need to change.

**Amendment Page**

Type:  Amendment Date:

Year: 2024 Amendment Number: 666752

Order Number:  Description:

Amendment Status: Keyed (Requires Affirmation)

Page to Amend:

The screen will refresh and show the Page to Amend at the bottom of the Amendment Page. Scroll down to the field where the changes need to be made, enter the updates to the record and then click **Save**.

**Amendment Page**

Type:  Amendment Date:

Year: 2024 Amendment Number: 666752

Order Number:  Description:

Amendment Status: Keyed (Requires Affirmation)

Page to Amend:

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**Cause of Death**

[NCHS Recommendations for Entry of Cause of Death](#)

Enter the chain of events- diseases, injuries, or complications- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. DO NOT ENTER OLD AGE. Enter only one cause on a line. Add additional lines if necessary.

Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST.

Immediate Cause (Final disease or condition resulting in death)

PART I Line a:

Line b:

**Update the field on the page of the record you are changing.**

The page will refresh and show the information that has changed in the Item in Error section. In this example, the Cause of Death Line B Description was changed. A message in red will appear at the top of the Amendment Page alerting that the amendment must be affirmed.

For amendments involving multiple pages select the additional pages to amend from the drop-down. If all the changes are complete and correct, click **Save**.

**Amendment Page**

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

Type: Medical Amendment Date: OCT-21-2024  
 Year: 2024 Amendment Number: 666752  
 Order Number: Description:  
 Amendment Status: Keyed (Requires Affirmation)  
 Page to Amend:

**Item In Error** Item as it Appears Item as it Should be Edit Delete

Cause of Death-Line B Description Deep Vein Thrombosis of the left thigh Deep Vein Thrombosis of the right thigh Edit Delete

Cancel Amendment Validate Amendment Save Clear Return

## Complete the Amendment

Click **Amendment Affirmation** in the **Amendments Menu**. The menu will appear in the left-hand menu above the Death Registration Menu after an amendment has been entered.

**Amendments Menu**

Amendment

**Amendment Affirmation**

You will be taken to the **Affirmations** page. Read the affirmation and click the check box to affirm the statement. Click **Affirm** to complete the amendment.

**Affirmations**

Affirm the following:

affirm under the penalty of perjury that I am the authorized certifier to amend this record. I certify that this change truthfully reports medical information to the best of my knowledge and is submitted for inclusion on the vital record.

Affirm Clear Return

**Once the amendment is affirmed, the amendment request will be sent to the State office for review.**

## Affirm an Amendment Previously Entered in OVERS

Amendments are sometimes entered on a death record without being affirmed. All amendments must be affirmed to be valid.

**Death Registration Menu**

Personal Information  
 Decedent  
 Resident Address  
 Medical Certification  
 Pronouncement  
 Place of Death  
 Cause of Death  
 Other Factors  
 Injury  
 Certifier  
 Registrar

Amendment List  
 Other Links  
 Amendments

7784261 2024000688 :Christopher Daniel David Test JAN-25-2024 Amendment Exists  
 /Personal Valid/Medical Valid/Registered/Signed/Certified/NA/Birth Death Linkage Required Over 1 Year/24-Hour Notice/Amendment Exists

**Amendment List**

Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
666094	History	Medical	JAN-25-2024		Pending	
<b>666095</b>	History	Medical	JAN-25-2024		<b>Keyed (Requires Affirmation)</b>	
666229	History	Medical	MAR-21-2024		Keyed (Requires Affirmation)	
666740	History	Medical	OCT-11-2024		Keyed (Requires Affirmation)	
666743	History	Medical	OCT-11-2024		Pending	
666752	History	Medical	OCT-21-2024		Keyed (Requires Affirmation)	

New Amendment Return

To locate an entered amendment that needs to be affirmed, search for and open the decedent's record in OVERS. Click on **Amendment List** from the left-hand Death Registration Menu. The Amendment Status will show as "Keyed (Requires Affirmation)". Click on the **Amendment Id** to open the amendment and review the data that has been entered.

If any changes are made, click **Save** and then **Validate Amendment**. You will receive the message that the Amendment had not been affirmed. Click on the Amendment Affirmation link from the left-hand menu.

**Amendments Menu**

Amendment

**Amendment Affirmation**

7784261 2024000688 :Christopher Daniel David Test JAN-25-2024 Amendment Exists  
 /Personal Valid/Medical Valid/Registered/Signed/Certified/NA/Birth Death Linkage Required Over 1 Year/24-Hour Notice/Amendment Exists

**Amendment Page**

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

You will be taken to the **Affirmations** page. To Affirm the amendment, see **Complete the Amendment** above.