

Documentation Requirements for Changes, Amendments or Corrections to Vital Records

Note: Items previously amended on a record cannot be amended again unless it is documented that the previous amendment was made in error or the request is accompanied by an order of a court of competent jurisdiction. (R 325.3259)

DEATHS:

A Change or Correction to Death Records can requested by:

- Next of Kin
- Funeral Service Licensee
- Certifying Physician
- Medical Examiner

Documentation Requirements/Suggestions for Death Items:

Next of Kin: can only correct personal information

- Completed Changes Application
- Two dated documents that verify the correction requested.

Examples below apply for all but marriage status:

- ❖ Birth Certificate
- ❖ Social Security Numident
- ❖ Marriage License (to correct the spelling of name)
- ❖ Military Records

(R325.3267(3))

Marital Status can be changed two ways

- ❖ Court Determination of Legal Heirs
- ❖ Residential Searches for Marriage and Divorce Records

Funeral Service Licensee

- Administrative error by funeral home:
 - ❖ Completed Changes Application
 - ❖ Funeral home records
- No error by funeral home:
 - ❖ Completed Changes Application
 - ❖ Two dated documents furnished by next of kin
- Can file a correction on behalf of the next-of-kin with the same requirements of two types of documentation

(R325.3267(3))

Certifying Physician

- Completed Changes Application
- Items in the medical portion of the death certificate can be corrected by the certifying physician with no documentation required.
 - ❖ Date of Death
 - ❖ Place of Death
 - ❖ Medical Facts of Death

(R325.3266(2)(i))

Medical Examiner

- Completed Change application
- Requests to amend the cause or manner of death on the death record may be made by any of the following:

- ❖ Chief medical examiner
- ❖ Deputy medical examiner
- No documentation is required for the medical examiner who certified the death to change items in the medical portion of the death certificate
- If the certifying physician changes the cause of death in such a way that may influence a change in the manner of death, the medical examiner must be consulted
(R325.3266(2)(ii))