

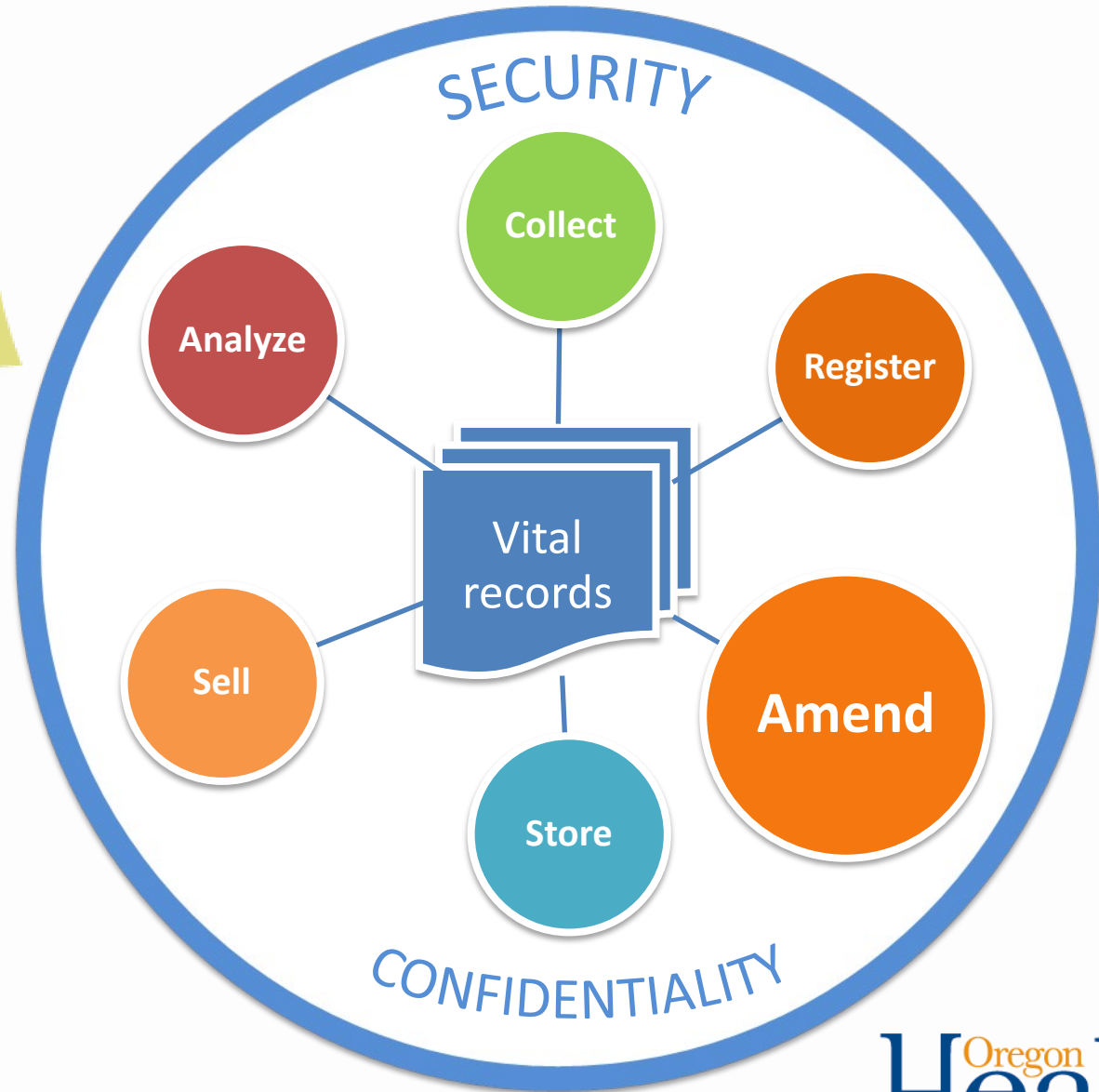
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# County Training Webinar Amendments

Center for Health Statistics



# Vital Records Wheel



# Today's Agenda

- Reminders
- Overview of registration process
- When to amend a record
- How to change a record
- Announcements

# Important Reminders for Amendments

Things to remember when directing customers to the state:

- Refer ALL birth amendments to the state office.
- We do not offer same day changes.
- Corrections of birth records under a year are free if a typographical error was made by the hospital. These changes are entered in OVERS by the hospital.
- Do not ever give customers a vital record working copy.
- The state office is currently closed to the public. If someone from the public needs help with an amendment they can contact us at [CHS.Amendments@dhsosha.state.or.us](mailto:CHS.Amendments@dhsosha.state.or.us).



# Overview of death record registration



## Funeral director collects personal information

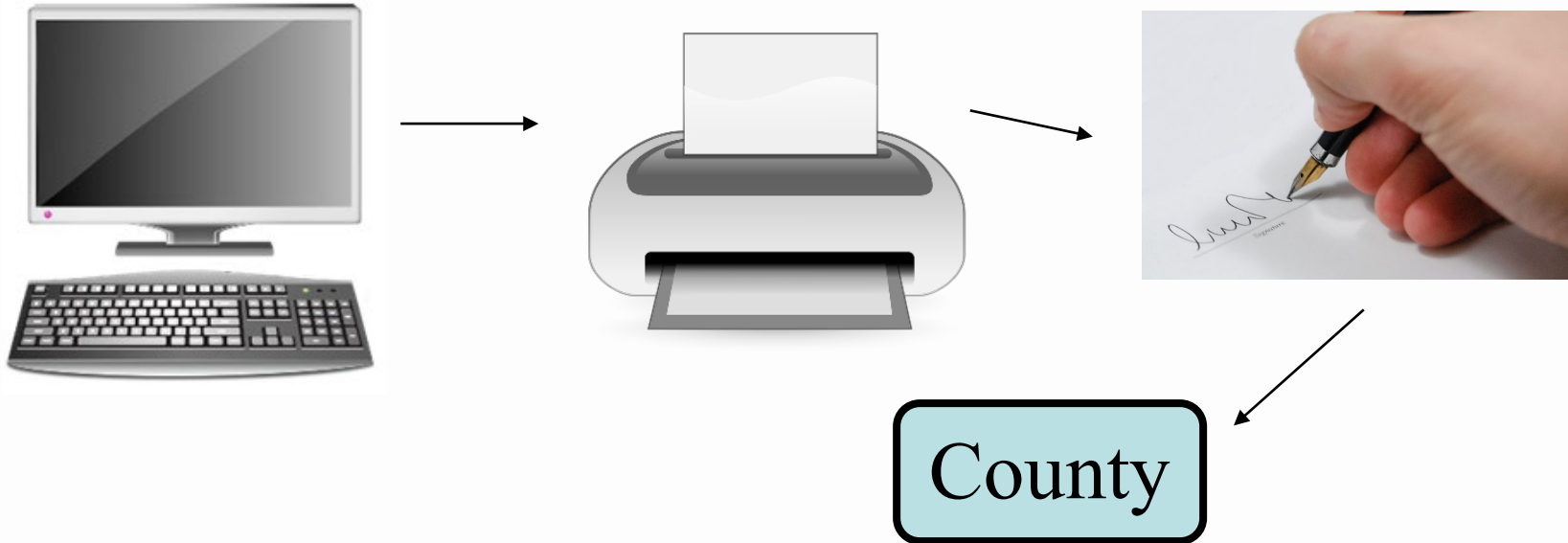
The personal section of the death certificate is entered into OVERS and electronically signed by the funeral director

# Medical certifier completes the medical portion



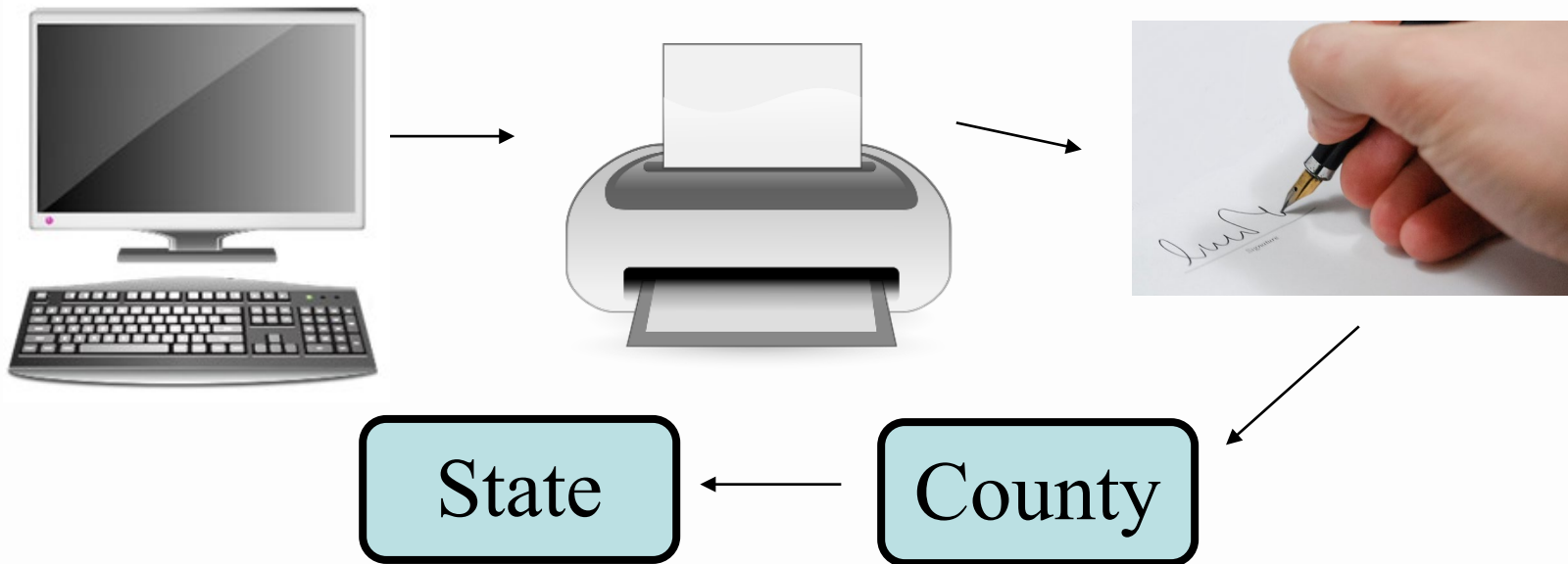
If the medical certifier is not set up in OVERS, the record is printed and taken to the medical certifier for them to complete the medical portion on paper.

## Completed record is taken to county



The funeral director submits the completed record to the county to be filed, changed if needed and issued.

# The county sends the records to the state



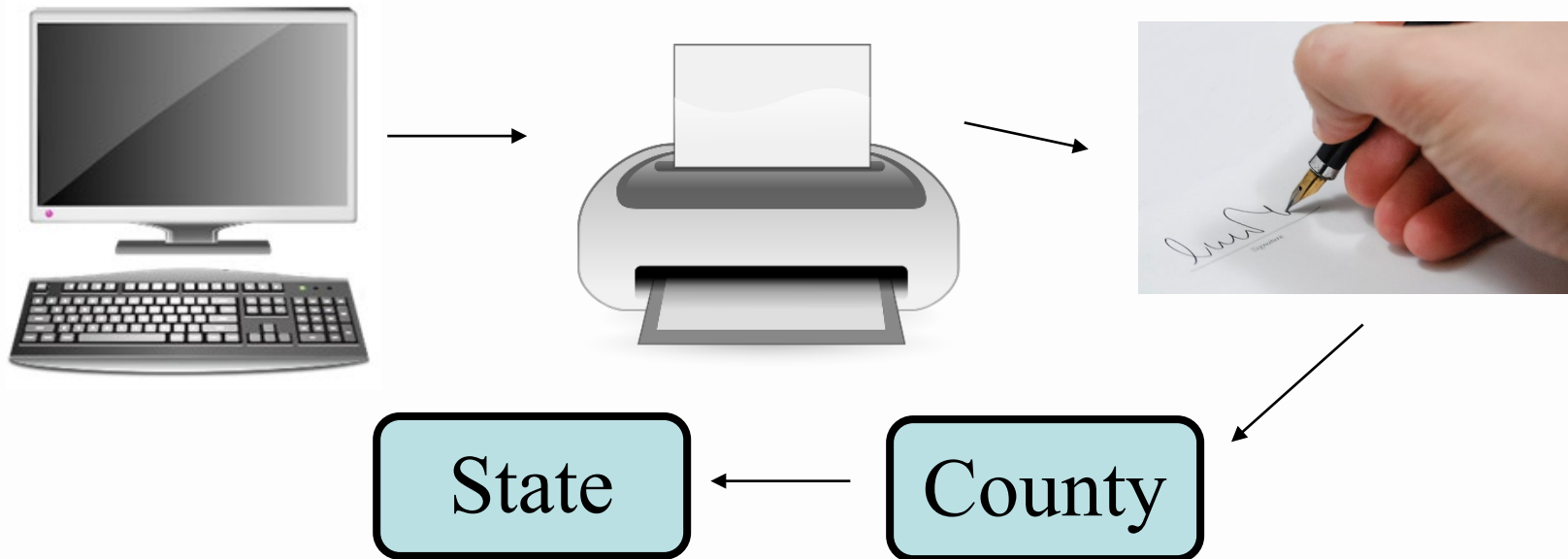
The original record and any affidavits used to change it are mailed to the state.



## While a record is in transit to the state

- While the record is in transit to the state, there is no way for it to be amended
- During this time period, if a change needs to be made there are two options for a funeral director
  1. Wait for the record to be registered at the state and then they amend it electronically in OVERSOR
  2. Fax an affidavit to the state - once the record is registered, the affidavit will be used to amend it

## The record is registered at the state



The hand-written medical portion of the certificate is typed into OVERS, affidavits are used to change information in OVERS, and the record is registered.

# Fully Paper Records

- Fully Paper Records are similar to Hybrid, but the funeral director also completes their portion on paper.
- Until all the information is entered into OVERS and the record is registered, you will not be able to locate fully paper records in OVERS.
- In June 2021, 0.1% of death records filed were fully paper.

# Electronic Records

- The funeral director and medical certifier both complete their sections in OVERS and sign electronically.
- Electronic records are registered directly with the state.
  - In June 2021, 75.1% of death records filed were fully electronic.
- Electronic records are registered much faster.
  - 12.4 days faster than hybrid



**IMPORTANT**

Never override '*Record not registered*' unless you have the legally sufficient record in hand.

# Q & A Break



# When do you amend?

**For a record to be changed, the following criteria must be met:**

1. You must have the original record.
2. You must have a legally sufficient affidavit.
3. The change is allowed.
4. You are able to type the new item(s) and type a footnote.



# 1. You must have the record in hand

Records brought in or during the three days prior to sending to the state.

245874 OREGON HEALTH AUTHORITY  
CENTER FOR HEALTH STATISTICS  
CERTIFICATE OF DEATH

1. Name: John Doe  
2. Date of Death: June 22, 2011  
3. Sex: Male  
4. Age: 56 years  
5. Social Security Number: 516-13-1321  
6. County of Death: Multnomah  
7. Date of Birth: March 12, 1955  
8. Birthplace: Portland, Oregon  
9. Decedent's Education: High school grad. or GED  
10. Was decedent ever in U.S. Armed Forces? Yes

11. Decedent's Race(s): White  
12. Was decedent ever in U.S. Armed Forces? Yes

13. Residence, Number and Street: 3 N Oak Street  
14. City/Town: Portland  
15. Residence County: Multnomah  
16. State or Foreign Country: Oregon  
17. Zip Code + 4: 97111  
18. Inside City Limits? Yes

19. Marital Status at Time of Death: Never married  
20. Spouse's Name Prior to First Marriage: None  
21. Spouse's Occupation: None  
22. Kind of Business/Industry: Construction  
23. Employer's Name: None  
24. Mother's Name Prior to First Marriage: Martha Miller  
25. Telephone Number: Not Available  
26. Relationship to Decedent: Sister  
27. Mailing Address: 4477 N Prime Street, Portland, OR 97254  
28. City/Town or Location of Death: Portland  
29. State: Oregon  
30. Zip Code + 4: 97111


31. Place of Disposition: Columbia Pioneer Cemetery  
32. Location: Portland, Oregon  
33. Name and Complete Address of Funeral Home: Affordable Burial and Cremation Company, 505 NE 1st Street, Newport, Oregon 97365  
34. Funeral Director's Signature: Megan Smith  
35. OR License Number: CO-3002  
36. Registrar's Signature: Megan Smith  
37. Date Received: [Blank]  
38. Local File Number: [Blank]

39. Cause of Death: *Ischemic heart disease*  
40. Immediate Cause: *Ischemic heart disease*  
41. Underlying Cause: *Ischemic heart disease*  
42. Other significant conditions contributing to death, but not resulting in the underlying cause given above: [Blank]

43. Time of Death: 5:30 pm  
44. Approximate Interval: Onset to Death

45. Name and Address of Certifier: Megan Smith, 14200 SW Sam Jackson Park Rd, Portland, OR 97220  
46. Signature of Certifier: Megan Smith  
47. Date Signed: June 23, 2011

## 2. You have a legally sufficient affidavit



**CENTER FOR HEALTH STATISTICS**  
P.O. Box 14050  
Portland, Oregon 97293-0050

File #: \_\_\_\_\_  
 Z #: \_\_\_\_\_

**AFFIDAVIT TO CORRECT A DEATH RECORD** [Print](#) [Save as](#) [Reset form](#)

NAME OF DECEASED:	
DATE OF DEATH:	
PLACE OF DEATH:	

Print/type information clearly.  
 If correcting name(s) please indicate if first, middle, or last name.

Reason #:	Item # or entry to be corrected:	Original record now shows:	Corrected item should show:

It is a Class C felony for any person to make any false statement or supply false information in an application for an amendment.

**Reason for Correction to Record**

- 1 Clerical error
- 2 Add supplemental information
- 3 Updated information from informant
- 4 Response to query letter
- 5 Other (specify): \_\_\_\_\_

**Funeral director's signature:** \_\_\_\_\_ Date signed: \_\_\_\_\_  
 Printed name: \_\_\_\_\_ Oregon License #: \_\_\_\_\_  
 Funeral facility name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**Certifying physician's signature:** \_\_\_\_\_ Date signed: \_\_\_\_\_  
 (Signer on death record)  
 Printed name: \_\_\_\_\_  
 Please provide your telephone number in case we need to contact you for further information: \_\_\_\_\_

**Fees/Certificates:**

Within one year from date of death there is no fee for correcting/adding information to a death record. **There is never a fee for correcting/adding information to the medical portion of the death record (i.e. cause of death, accident information, etc.)**

You may return uncorrected death certificates (issued within the last 12 months) for \$5 per replacement certificate. If corrections are made to the medical portion only of the death record, no \$5 per record replacement fee will be charged. To order new certificates without returning certificates for replacement, enclose a fee of \$25 for each certificate.

If the death occurred more than one year ago, a \$35 fee is required for non-medical amendments. This fee does not include the fee for a new certificate.

If the amendment is to the non-medical portion of the death record and you return certificates issued in the last year, include \$5 for each replacement certificate.

**Vital Records Use Only**

Completed date of amendment	Initials
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45-27A (01/18)



# Legally sufficient affidavits include:

- The decedent’s full legal name as it is listed on the death record.
- The date of death (month/day/year).
- The place of death – either the city and state or the county where the death took place – not the type of place of death.
- The reason for the amendment in the “Reasons #” column.
- Information in the “Original Record Now Shows” column must be identical to the information on the record.



# The affidavit should include (continued):

- Funeral director's signature and legibly printed name.
- Funeral director's signature date.
- Funeral director's license number.

**NOTE: Make sure the affidavit is signed by the correct person. There should never be an apprentice signature on a death record.**

**If a next-of-kin or informant is trying to correct the record, refer them to the state.**



**The most common errors are missing signatures.**

**IMPORTANT**

### 3. The change is allowed

**All items on the death record can be amended EXCEPT:**

1. Signatures
2. Date of death (by funeral director)
3. Cause of death (by funeral director)
4. Decedent's name (by the medical certifier)

If you are unsure call Nick Bickford at 971-673-1163  
[CHS.Amendments@dhsoha.state.or.us](mailto:CHS.Amendments@dhsoha.state.or.us)

# Example 1

A funeral director mails in a paper record which you file. Before the record is sent to the state, you receive an affidavit from the funeral director to change the first name of the spouse from “Stewart” to “Stuart”. Is this an allowed change?

Answer: Yes, this is allowed because the paper/hybrid record is still with the county.

## Example 2

A funeral director brings in a paper death record to be registered. They have a legally sufficient affidavit that changes the marital status from married to divorced and removes the listed spouse's name. Is this a permissible change?

Answer: Yes. The affidavit accompanied the record when submitted to the county for filing. Otherwise, this should be referred to the state.

## Example 3

A funeral director mails in a hybrid death record to be registered, as well as an unsigned affidavit to change the informant from a nurse to the decedent's son. Is this a permissible change?

Answer: No. The affidavit is not legally sufficient because it is not signed.

## 4. You are able to type a footnote

- To change a record, you need access to a typewriter.
- Sometimes there are too many items being amended and you don't have space to type a footnote, or you don't have enough space to type the new information (for example a very long name).
- If you are not able to type the footnote and new information for any reason, send the record and affidavits to the State.

# Q & A Break





# How to correct a record



Once you have determined that you have a legally sufficient affidavit, and that the change you are making is permissible you will physically alter the record:

1. White out the information that is being changed
2. Type the new information over the items that were whited out and add a footnote
3. Attach the affidavit to the record and send to the state

# How to correct a record

1. White out the information that is being changed and type the new information.



# How to correct a record

## 2. Type the footnote

- Footnotes are critical for tracking changes and are legally required
- For additional reference [See our June 2017 County Newsletter: 'Adding footnotes to a death certificate'](#)
- ORS 432.235 covers the laws for amending a vital record

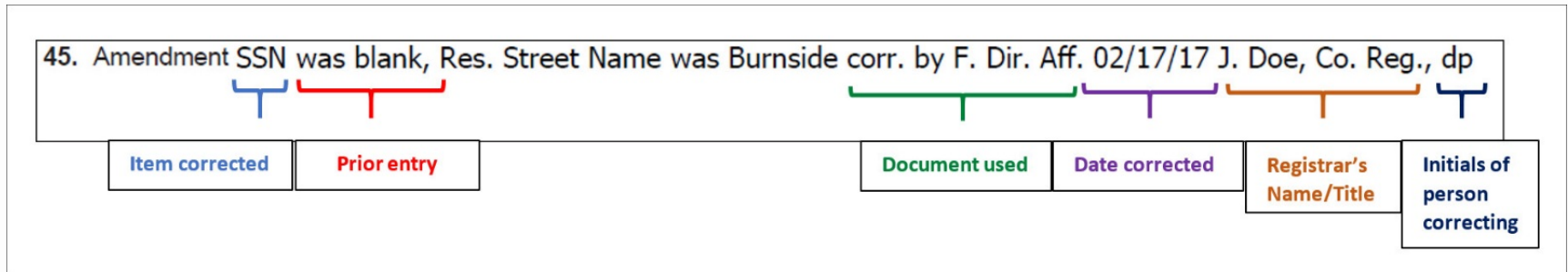
# Personal Footnotes

- Changes to the personal section or the date of death should be footnoted in box 45, on the top half of the certificate.
- A personal footnote should contain:
  - Item corrected
  - Prior information
  - Document used to change the record
  - Date corrected
  - Registrar's or Deputy Registrar's Name and Title
  - Initials of the person making the changes

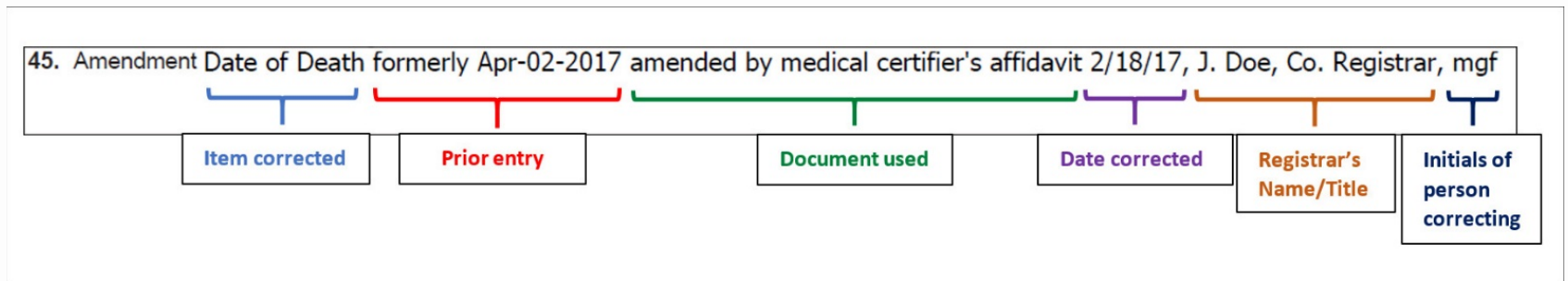
# Medical Footnotes

- Medical footnotes (other than date of death) are similar to personal footnotes, but are typed in box 69 so they only appear on a long form.
- Unlike personal footnotes, medical footnotes do not have any reference to what the prior information was. This is due to the length of medical entries and the limited amount of space for footnotes.

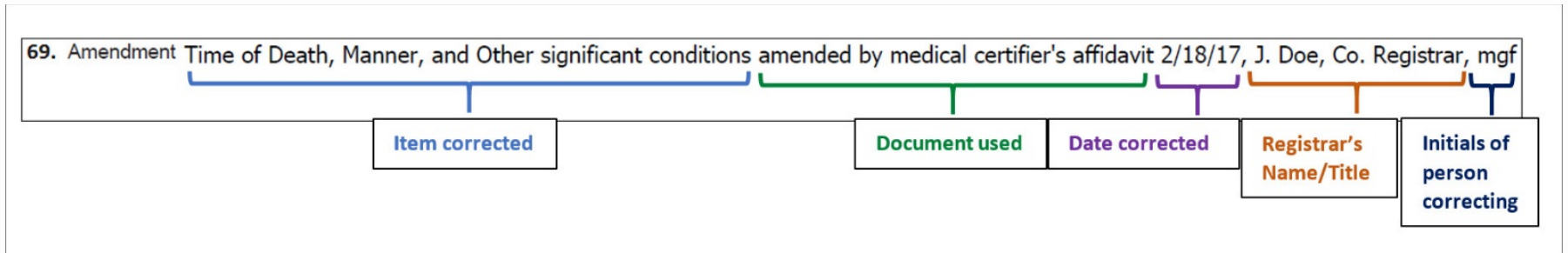
# Footnote Example 1



# Footnote Example 2



# Footnote Example 3





# Avoid Ambiguity in Footnotes

- When typing a footnote, be certain you are being specific enough for someone to tell exactly what was changed without seeing the affidavit. For example,
  - “Last Name formerly Jones corr. By F. Dir. Aff. 9/12/17 J. Doe, Co. Reg., dp”
- This is not specific enough because there are several “Last Names” that appear on a record. The last name could have been for the decedent, mother, father, or informant.

# Example 1

Item # or entry to be corrected:	Original record now shows:	Corrected item should show:
# 15	Multnomah	Washington
# 24	Jane Mary Doe	Jane Megan Doe

“County formerly Multnomah, Middle Name formerly Mary corrected by F. Dir. Aff. 9/15/17 M. Smith, Co. Reg., mk”

Correct footnote:

“**Residence** County formerly Multnomah, **Mother’s** Middle Name formerly Mary corrected by F. Dir. Aff. 9/15/17 M. Smith, Co. Reg., mk”

## Example 2

Item # or entry to be corrected:	Original record now shows:	Corrected item should show:
# 15	Multnomah	Washington
# 24	Jane Mary Doe	Jane Megan Doe

**Abbreviations:** Abbreviate as necessary but be careful that the footnote remains specific and accurate.

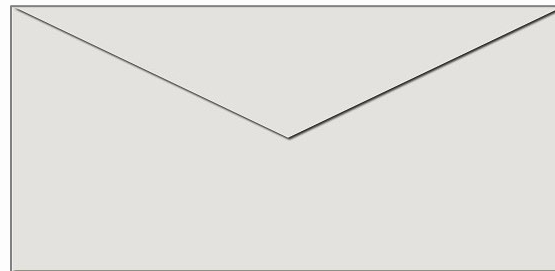
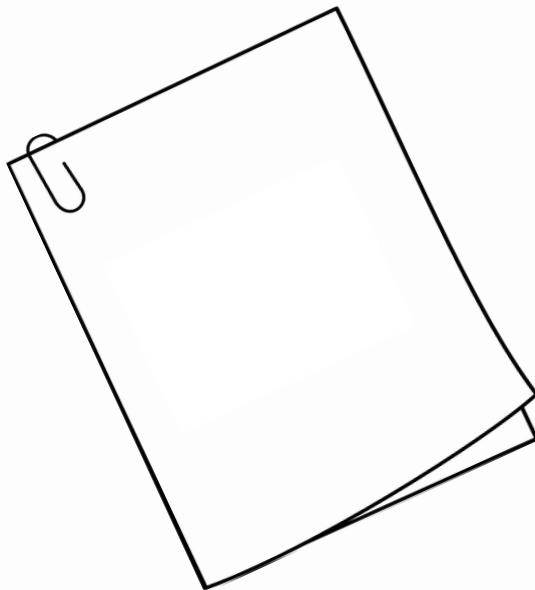
“Residence County formerly Multnomah, Mother’s Middle Name formerly Mary corrected by F. Dir. Aff. 9/15/17 M. Smith, Co. Reg., mk”

Abbreviated:

“**Res. Co. was** Multnomah, Mother **Mid. Nm. was** Mary **corr.** by F. Dir. Aff. 9/15/17 M. Smith, Co. Reg., mk”

# How to amend a record

3. Attach the affidavits to the record and send them to the state.



# Q & A Break



# Contacts



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# Thank you!