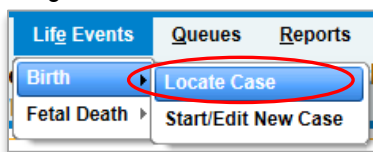
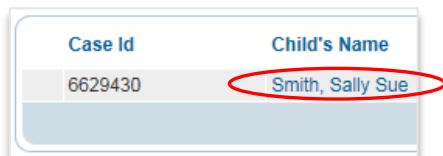


1. Navigating to the record

- a. Login at: <https://or-vitalevents.hr.state.or.us/overs>
- b. Navigate to the record that needs correction



- c. Click on the **Name** to open the record.

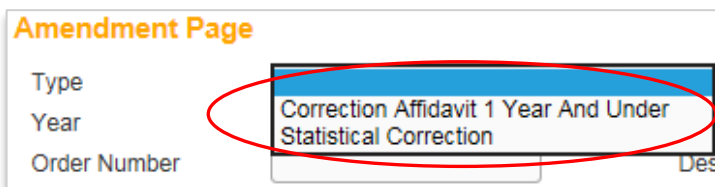


2. Initiating the Amendment

- a. To access **Amendments** for a birth record, navigate to **Other Links** → **Amendments** from the **Birth Registration Menu**



- b. You will be taken to the **Amendment Page**. Select the **Amendment Type** from the dropdown.

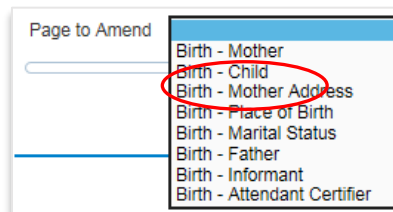


Amendment Types:

- Correction Affidavit 1 Year and Under:
To correct information on the birth record within the first year of the child's date of birth. Pages that can be amended: Mother, Child, Mother Address, Place of Birth, Marital Status, Father, Informant, and Attendant Certifier.
- Statistical Correction:
To correct statistical information. Pages that can be amended: Mother, Child, Mother Demographics, Mother Disability, Mother Health, Father, Father Demographics, Father Disability, Prenatal, Pregnancy Factors, Labor, Delivery, Newborn, Newborn Factors.

3. Select the Page to Amend

- a. Select the **Page to Amend** from the dropdown. Which pages appear depends on the type of amendment selected. Leave the Order Number and Description fields blank.



4. Make the necessary changes to the record

- a. Once you select the page you wish to amend, the page will appear in view, below the Amendment Page. Make the necessary changes and click **Validate Amendment**, which will check the changes for potential errors (error messages will appear at the bottom of the page).
- b. Once errors are fixed or overridden, click **Save**.
- c. If any additional changes are needed, select the Page to Amend and repeat the above steps.

5. Amendment Affirmation

- a. Once all changes are made, select **Amendment Affirmation** from the Amendments Menu.



- b. Read the affirmation statement, then select the box, and click **Affirm**. The page will refresh and will show "Authentication successful".
- c. Click **Return**. The **Amendment List** will display where you will see a listing of each amendment and their status:
 - Keyed (Requires Affirmation): you have not affirmed the amendment yet.
 - Pending: you have certified the amendment and it is awaiting approval by the State office.
 - Complete: the State office has approved the amendment. The record is now updated with the amendment.

Making Corrections Before the Record is Registered:

1. Click on **Certify**, then click the **Uncertify** button.
2. Make the necessary changes, then click **Validate Page**.
3. If no errors, click on the **Certify** page. Read the affirmation statement, select the box, and click **Affirm**. The page will refresh and you will see "Authentication successful".