



Death Module for Funeral Directors and Funeral Director Staff Assistants

How to Correct a death record

* * NOTE: ALL FIELDS MARKED WITH A RED ASTERISK (*) MUST BE COMPLETED * *

Corrections can be made to death records within 45 days of filing and before a certificate death certificate has been issued. The information that can be corrected is limited to the decedent's personal and demographic information previously entered. Any corrections to medical information on the death certificate are completed by the Office of the State Registrar.

1. Click on the *Death* tab.
2. Select **Search Death Record** from the *Tasks* list.
3. Enter the first and last name of the decedent for search criteria.

Note: You may enter information or use the drop down menus to select any data field(s) on the Search Criteria page to search for your desired death record.

4. Scroll to the bottom of the page and click **Search**. The page refreshes and displays a Death record summary that shows basic information of the first decedent record listed in the Search Results.
5. If the record summary displayed is the record you want to correct, proceed to Step 8.
6. If the record is not the record you want to correct, scroll to the bottom of the page to view the complete list of names for the Search results.
7. Click on the decedent's name to select the decedent's record.
8. At the *Select a Follow-on action* field, click on the down arrow and select "**Correct death record.**"
9. The screen refreshes to the Correct a death record page. Under **Select reason for a correction**, click the down arrow on the *Reason* field to view list of options and make selection.
10. Click on your selection, to populate Reason field. In this example, the "Funeral Director Statement" was selected as the reason for the correction. Click **Continue**.
11. The page refreshes and displays Decedent I page (Enter death record). Click the link(s) listed below that contain the information you wish to correct.
 - Decedent I - personal (identification) information

- Decedent II – residence, education, occupation and race
- Decedent III – marital, parents, and information
- Place of death
- Disposition
- Medical Certifier

For example, to change the decedent's residence zip code, click on the Decedent II link and type the correct zip code.

12. Scroll to the bottom of the page and click **Continue**.
13. Click the **Finalize Filing** link to file the corrected zip code. The page displays the original zip code filed and the new zip code you entered.
14. Scroll to the bottom of the page and click **File corrections**. The page refreshes and displays message "**Death record successfully updated.**"
15. If the information corrected is inaccurate, click the **Back** or **Cancel corrections** button to make additional corrections to the record. Repeat Steps 11-14.