

MR&C Processes for Local Issuance Offices

Amend Death Record Within 45 Days

Notes: Only fact of death information can be amended at the local level. A request to amend cause of death information must be sent to the Office of the State Registrar.

This process should be used when certificates have been issued within 45 days after the record was filed and MR&C does not allow a correction. This process should not be used if the amendment request is received more than 45 days after the record was filed and the customer is required to pay the \$40 amendment fee.

1. Click on the **Death** tab.
2. Select [Search death records](#) from the **Tasks** menu.
3. Enter the search criteria for the record you want and click **Search Deaths**.
4. If multiple records appear in the **Search results**, click the name of the decedent for the record you want.
5. From the **Select a Follow-on Action** dropdown below the **Record summary**, choose Amend death record.
6. Select the appropriate **Reason** for the amendment and click **Continue**. This will bring you into the death record.
7. Find the data item(s) to be corrected and type in the new information.
8. Click **Continue** at the bottom of the page to navigate from any page on which you make a correction. If you do not click **Continue** the new information will not be saved.
9. Select the [Finalize Filing](#) page.
10. Review the corrected information for accuracy. If you have made a mistake you can go back to change the information.
11. If the corrected information is accurate, click **File amendments**.