

MR&C Processes for Local Issuance Office

Correct Death Record

1. Click on the **Death** tab.
2. Select [Search death record](#) from the **Tasks** menu.
3. Enter your search criteria and click **Search Deaths**.
4. If multiple records appear in the **Search results**, click the name of the record you want.
5. From the **Select a Follow-on Action** dropdown below the **Record summary**, choose **Correct death record**.
6. Select a **Reason** for the correction 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 corrections**.