

Funeral Home Application to Amend a Death Record

INSTRUCTIONS FOR FUNERAL HOMES

Funeral homes may request death record amendments on behalf of the informant within a year after the death.

Funeral homes wishing to amend a death record *more than one year after the death* must complete the Death Record Amendment Application form and provide documentation to support the amendment.

The headings below correspond to the sections found on the Funeral Home Application to Amend a Death Record Application.

Information to identify the death record

Fill out the Decedent Information section with what appears on the death certificate *now*. Vital records offices use the information locate the correct death record.

What do you want to add or change? What is the correct information?

In this section, you show the vital records office *what* you want to fix on the death record AND what the correct information is.

In the left column, enter the **name of the field** that you want to change. In the right-hand column, enter the correct information.

In the example below, the funeral home wants to change the decedent's date of birth to 12/16/1915 from 12/06/1915, the decedent's middle name to Gregory from Greg and the Social security number to 333-55-4444 from 388-55-4444.

What do you want to add or change?	What is the correct information?
I want to add or change Decedent's date of birth	The correct information is 12/16/1915
I want to add or change Decedent's middle name	The correct information is Gregory
I want to add or change Social security number	The correct information is 333-55-4444

Funeral home representative

Complete and sign this section.

Death record amendment fee

The fee for the amendment of any vital record is \$40. Fees are non-refundable per *Minnesota Statutes, section 144.226*.

How many new death certificates do you want to order?

Complete this section if you want to order death certificates that show the changed information.

How do you want to pay?

Mark the box that shows how you will pay for the services you chose. Fees are payable with the application and are non-refundable. Vital records offices will not process amendments without payment.

If you are taking or sending your application to a county vital records office, check with the county vital records office for their payment options.

The Office of Vital Records accepts payment by credit card (MasterCard, VISA and Discover), check or money order.

- If you are paying by credit card, fill in the cardholder name, card number, expiration date (Valid thru) and 3-digit security number.
- If you are paying by check or money order, make the check or money order payable to the Minnesota Department of Health. Write your check number or your money order number in the space provided on the amendment application.
- Do not send cash.

Send application and payment to the Office of Vital Records OR to a County Vital Records Office

Send the application form and payment to the Office of Vital Records, OR, send or take the application and payment to a county vital records office.

If you have questions about this information, call 651-201-5970 or email health.vitalrecords@state.mn.us .