

September 2017 – Webinar for County and Deputy Registrars  
Topic: Amending Death Records – Q & A

Link to recording: <https://chsdhsoha.adobeconnect.com/pi8jysabsa46/> (32 minutes)

1. **Question:** Regarding the upcoming change in fees, is there going to be a change in fees to replacement copies?

**Answer:** No, the changes in fee that is occurring on January 1<sup>st</sup>, 2018 is related to the additional/2<sup>nd</sup> copy of a record. We will continue to charge \$25 for the first copy of a record, but now any additional copy will now also be \$25. No other fees are changing. The change in fee is part of existing rule and did not require another rule update. Please make sure you update any of your county forms with this new fee information, as well as work with your local hospitals to make them aware. You can find more information, including our 2018 Fees Flyer, Fee Schedule, and Fee Checklist for Counties on our website here: <http://healthoregon.org/countyvitalrecords>.

2. **Question:** Have all funeral homes been notified of the upcoming change in fees?

**Answer:** Yes. Our office has been communicating with counties, funeral homes, and hospitals over the last several months through webinars, listserv emails, and mailings. All of our partners, and the public, have been directed to our 2018 fees website (<http://healthoregon.org/feechanges>) for further information about this upcoming change.

3. **Question:** Where can we find a copy of the slide deck from this webinar?

**Answer:** Both prior to the webinar and after it's complete, we always make the current webinar slides available in the 'lobby' of the webinar room located here:

<https://chsdhsoha.adobeconnect.com/countytraining/>.

In the coming weeks after the live webinar sessions, we also post the webinar slides, the recording, and this Q&A document on our County Training webpage here:

<http://www.oregon.gov/oha/PH/BIRTHDEATHCERTIFICATES/REGISTERVITALRECORDS/Pages/countytraining.aspx>

4. **Question:** If the funeral home has a time-sensitive need for a death certificate with several amendments, can we use the medical footnote space to complete the amendment?

**Answer:** Unfortunately no. If items from the top half of the death certificate need to be changed then the corresponding footnote needs to appear in box #45. If you don't have enough room to make the footnote in box #45 for changes that appear in the top half, DO NOT use box #69 as an 'overflow' area because the footnotes would not be shown properly for a short form certificate. This section is for a medical footnote only. If you do not have enough room to type the footnote, simply mail the original death record and affidavit to the State and we will make the amendment.

Remember, you can feel free to use the abbreviations mentioned in this webinar, or contact Derrick Patterson at 971-673-1163 or [Derrick.C.Patterson@state.or.us](mailto:Derrick.C.Patterson@state.or.us) if you have any questions.

5. **Question:** Does the funeral home need to submit form 45-27A when requesting an amendment/change to a death record?  
**Answer:** Yes, when the funeral home needs to submit a correction to a death certificate, they should be using the *Affidavit to Correct a Death Certificate* (form 45-27A). You can find current versions of these forms here:  
<http://www.oregon.gov/oha/PH/BirthDeathCertificates/ChangeVitalRecords/Pages/LegalAmendVR.aspx>  
If the next of kin or informant wants to amend the record please refer them to the state.
6. **Question:** Does the date format in the footnote matter? Your example showed SEP-27-2017, but is 09-27-2017 acceptable?  
**Answer:** The date format in a footnote does not matter as long as it's clear. Be sure not to use any non-standard formats that could result in confusion such as military date format (day/month/year).
7. **Question:** What if our county receives a hybrid death record with the correction affidavit by mail, but the death record has already been corrected by the funeral home (with white-out)?  
**Answer:** Because the record is a hybrid record, you can verify what the original information was in OVERS and ensure that it matches the "Original record now shows" field on your affidavit, and is properly typed as prior information in the footnote. As long as the funeral home included the valid affidavit, this would be acceptable. However, we prefer that counties make the amendment/white-out the information, not the funeral homes, since you will need to know what the original information was in order to type the footnote.
8. **Question:** Where do we find the death certificate order forms, do we have to keep them on file and if so for how long?  
**Answer:** You can find current versions of our order forms on our website here:  
<http://www.oregon.gov/oha/PH/BirthDeathCertificates/GetVitalRecords/Pages/forms.aspx>. The state recommends that counties retain orders for vital records for 6 years.
9. **Question:** Do all affidavits to amend need to accompany the death record when it is initially sent to us for filing?  
**Answer:** No, this timing is important only for changes to the marital status, spouse's name, changing the informant to a different person, and changing the funeral home to a different facility. Other than minor spelling errors, changes to these can only be made with an affidavit that accompanies the record when it is sent to you for initial filing. Changes to items other than these can be submitted at any point.