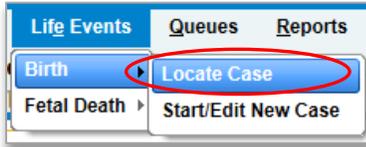


OVERS Amendments Guide for Birth Certifiers

Note: To complete an amendment for a fetal death record, please call our office for assistance.

1. Navigating to the record

- Login at: <https://or-vitalevents.hr.state.or.us/overs>
- Navigate to the record that needs correction



- Click on the **Name** to open the record.

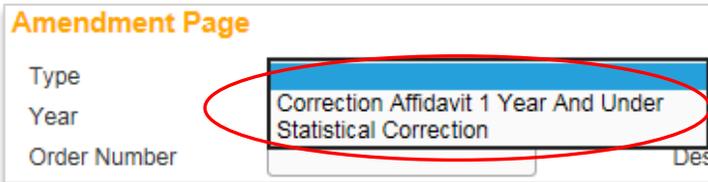


2. Initiating the Amendment

- To access **Amendments** for a birth record, navigate to **Other Links** → **Amendments** from the **Birth Registration Menu**



- You will be taken to the **Amendment Page**. Select the **Amendment Type** from the dropdown.

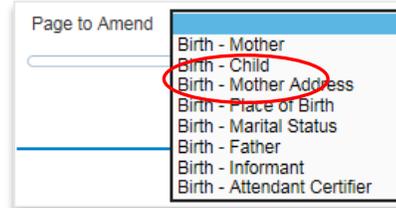


Amendment Types:

- Correction Affidavit 1 Year and Under:**
To correct information on the birth record within the first year of the child's date of birth. Pages that can be amended: Mother, Child, Mother Address, Place of Birth, Marital Status, Father, Informant, and Attendant Certifier.
- Statistical Correction:**
To correct statistical information. Pages that can be amended: Mother, Child, Mother Attributes, Mother Health, Father, Father Attributes, Prenatal, Pregnancy Factors, Labor, Delivery, Newborn, Newborn Factors.

3. Select the Page to Amend

- Select the **Page to Amend** from the dropdown. Which pages appear depends on the type of amendment selected. Leave the Order Number and Description fields blank.



4. Make the necessary changes to the record

- Once you select the page you wish to amend, the page will appear in view, below the Amendment Page. Make the necessary changes and click **Validate Amendment**, which will check the changes for potential errors (error messages will appear at the bottom of the page).
- Once errors are fixed or overridden, click **Save**.
- If any additional changes are needed, select the Page to Amend and repeat the above steps.

5. Amendment Affirmation

- Once all changes are made, select **Amendment Affirmation** from the Amendments Menu.



- Read the affirmation statement, then select the box, and click **Affirm**. Place your finger on the biometric device until you see "Authentication successful".
- Click **Return**. Then select **Registrar Information** → **Amendment List**, where you will see a listing of each amendment and their status:
 - Keyed (Requires Affirmation):** you have not affirmed the amendment yet.
 - Pending:** you have certified the amendment and it is awaiting approval by the State office.
 - Complete:** the State office has approved the amendment. The record is now updated with the amendment.

Making Corrections Before the Record is Registered:

- Click on **Certify**, then click the **Uncertify** button.
- Make the necessary changes, then click **Validate Page**.
- If no errors, click on the **Certify** page. Read the affirmation statement, select the box, and click **Affirm**. Place your finger on the biometric device until you see "Authentication successful".