Make Multiple Corrections to a Birth Record in a Single Amendment Request

Locate the record in OVERS.

Click on **Amendments** in the left menu.

At the top by **Type**, use the drop down menu to select the appropriate amendment type from the drop down menu—
▪ **Correction 1 Year and Under** for corrections to the legal birth record, or
▪ **Statistical Correction** for changes to the medical information pages.

Click on the **Save** button.

Click on arrow next to **Page to Amend** and use the drop down menu select the page with information to correct.

Click on the page in the menu to open it for corrections.

Page to Amend	Birth - Child

Child

Child's Name

First	Middle	Other Middle	Last	Suffix
Justa	Baby		Record	

▸ Date of Birth   Time of Birth   Sex

FEB-16-2015	08 : 01	Military	Male

Safe Harbor/Foundling Baby?

No

Make all needed corrections on the page.

Click on **SAVE**. The item(s) corrected will be listed and have an edit option on the right if you see any errors in your corrections.

Click on arrow to choose a new **Page to Amend**. A new page will open. Make all the changes to this page and **Save**.

Page to Amend	Birth - Mother Address

Mother Address

Residence Address

Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #,etc.
22438	SW	Hall	Street		

	City or Town	County	State	Country	Zip Code
🏠	Sherwood	Washington	Oregon	United States	97140

Inside City Limits

Yes

Repeat these steps until all corrections to the record have been completed and **Saved**.

Review your changes in the **Items in Error** table—see screen shot below. The list shows you every change you have made and provides the option to **Edit** or **Delete** the change. You can fix data entry errors by clicking on the blue Edit option on the right and saving the new changes. You can also delete any duplicate items or items corrected in error. If you see anything missing click on **Page to Amend,** select the page again, and make additional corrections.

Page to Amend | Birth - Child |

Item In Error	Item as it Appears	Item as it Should be
Child - Date of Child's Birth	FEB-16-2015	FEB-17-2015
Mother Address - Street Name - Mailing	PO Box 951	PO Box 95333
Marital Status - Mother married at birth, conception or between?	Yes	No
Marital Status - Acknowledgement of Paternity signed?	Not Applicable	Yes

Child

To submit your amendments for approval:

In the left Menu look for Amendments Menu and click on **Amendment Affirmation**.

Amendments Menu
Amendment
Attachments
Amendment Affirmation

Birth Registration Menu
Parent Information
Child
Mother
Mother Address

Check the boxes stating that the information being submitted is true to the best of your knowledge and then use your fingerprint to confirm.

Affirmations

Affirm the following:

☑ I certify that this change truthfully reports personal information to the best of my knowledge and is submitted for inclusion on the vital record.

Swipe the finger
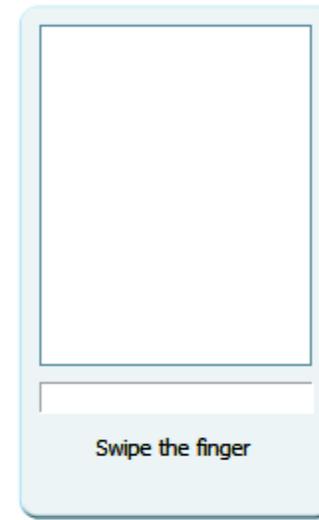
Affirm Clear Return

You should get a message that your fingerprint has been accepted.

Done—you have entered an amendment with multiple corrections.
Thanks for entering them as a group instead of individually.