

Multiple Corrections to a Birth Record – Updated 11/2022

Use this process to make multiple corrections to a birth record in a single amendment

Multiple corrections to a birth record can be done as a group with one amendment instead of entering each one individually.

Locate the record in OVERS that needs to be amended.

After a record is registered, different options will appear under **Other Links**. To request an amendment to a record, select **Amendments** from the **Other Links** section of the **Birth Registration Menu**.



The **Amendment Page** will appear. Choose the **Type** of amendment from the dropdown list. Your options are

- **Correction Affidavit 1 Year and Under** for corrections to the legal birth record, or
- **Statistical Correction** for changes to the medical information pages

Then click **Save**.

The page will refresh and a new dropdown list will appear for **Page to Amend**. Select the page from the dropdown that contains the information you need to change.

The **Page to Amend** will show at bottom of the **Amendment Page**. Scroll down to the field(s) where the change(s) need to be made, enter the updates to the record and then click **Save**. The item(s) corrected will be listed and have an edit option on the right if there are any errors that need correcting.

Click on the drop-down menu to choose a new **Page to Amend**. Make all the changes to this page and click **Save**.

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

Mother

Mother's Current Name
 First: Jane Middle: Anne Last: Test Suffix:

Mother's Name Before First Marriage
 First: Jane Middle: Last: Doe Suffix:

Date of Birth: JAN-01-1999 Age: 23 Social Security Number: 000-00-0000 None Unknown
MMM-dd-yyyy

Mother Birthplace
 Birthplace State: Oregon Birthplace Country: United States

Amendment Page

The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.

Type: Correction Affidavit 1 Year Ar Amendment Date: OCT-31-2022
 Year: 2022 Amendment Number: 581865
 Order Number: Description:

Amendment Status: Keyed (Requires Affirmation)
 Page to Amend:

| Item In Error | Item as it Appears | Item as it Should be | Edit Delete |
|--|--------------------|----------------------|-------------|
| Child - Middle Name | John | Jonathan | Edit Delete |
| Mother - Middle Name - Current | | Anne | Edit Delete |
| Informant - First Name | Jane | Mary | Edit Delete |
| Informant - Last Name | Test | Doe | Edit Delete |
| Informant - Relationship of Informant to Baby | Mother | Other (Specify) | Edit Delete |
| Informant - Relationship of Informant to Baby, Other Specify | | Grandmother | Edit Delete |

The page will refresh and show the information that has changed in the **Item in Error** section. 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 and save the new changes. You can also delete any duplicate items or items corrected in error. If you have additional changes you can click on **Page to Amend**, select the page again and make additional corrections.

To Complete the Amendment

Click **Amendment Affirmation** in the **Amendments Menu**. The menu will appear in the left-hand menu above the Birth Registration Menu after an amendment has been entered.

Amendments Menu

- Amendment
- Attachments
- Amendment Affirmation**

You will be taken to the **Affirmations** page. Read the affirmation and click the check box to affirm the statement on the screen. Click **Affirm** to complete the amendment.

Affirmations

Affirm the following:

I affirm under the penalty of perjury that I am the authorized signer/certifier to amend this record. I certify that this change truthfully reports personal information to the best of my knowledge and is submitted for inclusion on the vital record.

Once the amendment is affirmed, the amendment request will be sent to the State office for review.

To affirm an amendment previously entered in OVERS

Amendments are sometimes entered on a birth record without being affirmed. All amendments must be affirmed to be valid.

To locate an entered amendment that needs to be affirmed, search for and open the birth record in OVERS. Click on **Amendment List** from the from the left-hand Birth Registration Menu. The Amendment Status will show as “Keyed (Requires Affirmation)” if an amendment has not been affirmed. Click on the **Amendment Id** to open the amendment and review the data that has been entered. Amendments with a Pending Status are under review by the State office.

Birth Registration Menu 7324114 2022000050 :Oliver John Test OCT-17-2022
/Legal Valid/Medical Valid/Certified/Registered/Vault Copy Not Printed

Parent Information

- Child
- Mother
- Mother Address
- Mother Demographics
- Mother Disability
- Mother Health
- Marital Status
- Father
- Father/2nd Parent Demographics
- Father/2nd Parent Disability

Informant

Facility Information

- Place of Birth
- Prenatal
- Pregnancy Factors
- Labor
- Delivery
- Newborn
- Newborn Factors
- Attendant/Certifier

Registrar Information

Amendment List

| Amendment Id | Processing History | Amendment Type | Date Received | Date Completed / Rejected | Amendment Status | Order # |
|--------------|--------------------|---------------------------------------|---------------|---------------------------|------------------------------|---------|
| 581854 | History | Correction Affidavit 1 Year And Under | OCT-17-2022 | | Pending | |
| 581855 | History | Correction Affidavit 1 Year And Under | OCT-17-2022 | | Cancelled | |
| 581856 | History | Correction Affidavit 1 Year And Under | OCT-17-2022 | | Keyed (Requires Affirmation) | |
| 581857 | History | Correction Affidavit 1 Year And Under | OCT-17-2022 | | Cancelled | |
| 581858 | History | Correction Affidavit 1 Year And Under | OCT-17-2022 | | Pending | |
| 581864 | History | Correction Affidavit 1 Year And Under | OCT-31-2022 | | Keyed (Requires Affirmation) | |
| 581865 | History | Correction Affidavit 1 Year And Under | OCT-31-2022 | | Pending | |
| 581866 | History | Correction Affidavit 1 Year And Under | OCT-31-2022 | | Pending | |

New Amendment Return

If any changes are made, click **Save** and then click **Validate Amendment**. You will receive the message that the Amendment had not been affirmed. Click on the Amendment Affirmation link from the left-hand menu.

Amendments Menu 7324114 2022000050 :Oliver John Test OCT-17-2022
/Legal Valid/Medical Valid/Certified/Registered/Vault Copy Not Printed

Amendment Page

The Amendment has not been affirmed. Please select Amendment Affirmation to Affirm the amendment.

Type Correction Affidavit 1 Year Ar Amendment Date OCT-31-2022

You will be taken to the **Affirmations** page. To Affirm the amendment, see **To Complete the Amendment** on page 2 of this document.