Oregon Vital Events Registration System

Submitting Electronic Amendments

<u>Purpose</u>:

It may occasionally be necessary to make corrections to a death certificate, birth certificate or fetal death record after it has been registered at the State and assigned a State File Number. Amendment requests require a State review process before they can be approved. Requesting an amendment via the OVERS application significantly shortens the processing time necessary to change a death certificate, birth certificate or fetal death record after the record is registered.
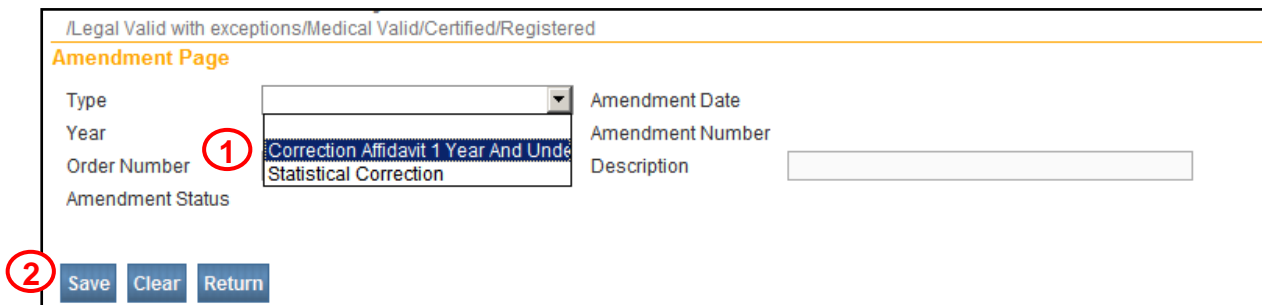
<u>Accessing Amendments</u>:

For a birth record, view the **Birth Registration Menu, Other Links**. Select **Amendments**.

For a fetal death record, view the **Fetal Death Registration Menu, Other Links**. Select **Amendments**.

For both types of records, the first page displayed is the **Amendment Page**. The **Amendment Page** also allows the user to make multiple changes to the same record.

Figure 1a: Birth record amendment

<u>Entering an Amendment</u>:

Step 1: Select an amendment type from the **Type** dropdown list.

For birth records, there are 2 types of amendments: 'Correction Affidavit 1 Year And Under' and 'Statistical Correction'.

Birth and Fetal Death Amendments
- **Correction Affidavit 1 Year And Under –** This type includes items that appear in the legal section of the birth record (the personal, legal information about the birth registrant and parents).

   For fetal death records, the only amendment type is 'Correction Affidavit <= 1 Year – FD'.

Birth Amendments only

- **Statistical Correction –** This type includes items that appear in the facility section of the birth record (the confidential, medical information about the birth and parents that is collected for statistical purposes).

Death Amendments

- **Personal** *(for funeral directors)* **–** This type includes items that appear in the personal information section of the death record (the personal information about the decedent, familial relationships, and disposition).

Figure 1b: Death record amendment (for funeral directors)

- **Medical** *(for medical certifiers)* **–** This type includes items that appear in the medical certification section of the death record (the date and time of death, cause of death, and manner of death information).

Figure 1c: Death record amendment (for medical certifiers)

Step 2: Click **Save**.

The page will refresh and the **Amendment Date** will automatically show the current system date. An **Amendment Number** will be assigned. In addition, a dropdown list to select the **Page to Amend** appears.

Figure 2: Amendment page options

Step 3: From the **Page to Amend** dropdown list, select the page to be amended.

The page will refresh, displaying the page to be amended.

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In the following example, the Mother page was selected from the Page to Amend dropdown. The entire Mother page then appeared at the bottom of the page.

Figure 3: Page to amend - example

Step 4: Make the necessary changes to the page and click the **Save** button to save the changes.

You can also click the **Validate** button if you want to check for possible errors in your amendments.

After you save the amendment, the page will refresh with the list of all amendments made to the record in a table.

Continue adding items by selecting the **Page to Amend** button, correcting the appropriate items, then clicking the **Save** button with each item added. In the example below, the table now displays two Amendments to the registration.


Figure 4: Amendment page with amendments entered

If the information on this page has not been saved, clicking the **Clear** button will clear all entries related to the current amendment being added.
If the page had been previously saved, then clicking the **Clear** button would reset all controls to the values in place prior to the last save.

Step 5: Click the **Save** button to save the amendment to the table or the **Return** button to close this page and return to the **Birth Registration Menu**.

Step 6: When all amendments have been entered and are displayed in the table, select **Amendment Affirmation** from the **Amendments Menu** to approve (sign) the amendment request. The **Amendments Menu** is located in the upper left-hand corner of the screen.
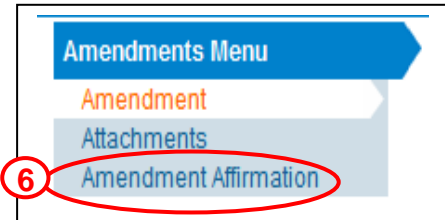
> **Amendment requests must be saved AND AFFIRMED before they can be approved by the State office.**