

# Oregon Vital Events Registration System

## Submitting Electronic Amendments

### Purpose:

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.

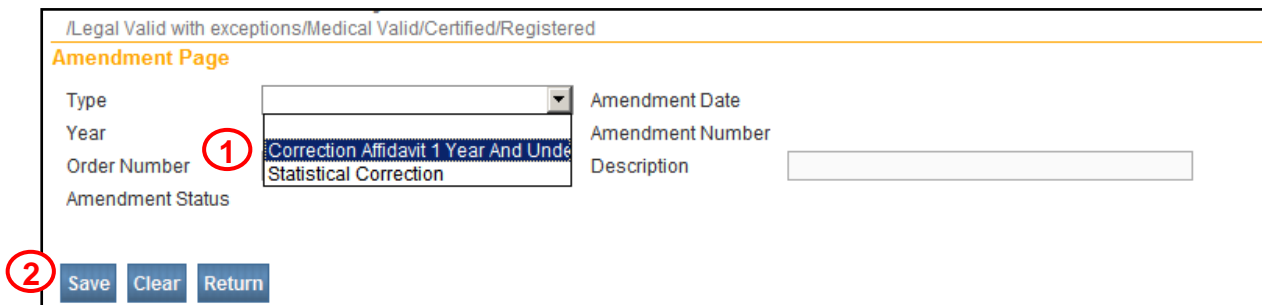
### Accessing Amendments:

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.

A screenshot of the "Amendment Page" in a web application. The page title is "/Legal Valid with exceptions/Medical Valid/Certified/Registered". Below the title is the "Amendment Page" heading. The form contains several fields: "Type" (a dropdown menu with "Correction Affidavit 1 Year And Under" and "Statistical Correction" selected), "Year", "Order Number", "Amendment Status", "Amendment Date", "Amendment Number", and "Description". At the bottom of the form are three buttons: "Save", "Clear", and "Return". Red circles highlight the "Type" dropdown menu and the "Save" button.

**Figure 1a: Birth record amendment**

### Entering an Amendment:

**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'.

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## 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).

The screenshot shows the 'Amendment Page' for a death record. At the top, it displays the record ID '4253083 2012023749', the name 'Martha A. Tester', the date 'NOV-06-2012', and the status 'Amendment Exists /Personal Valid/Medical Valid/Registered/Signed/Dropped to Paper/NA'. The form includes fields for 'Type' (set to 'Personal'), 'Year', 'Order Number', and 'Amendment Status'. To the right, there are fields for 'Amendment Date', 'Amendment Number', and 'Description'. At the bottom, there are three buttons: 'Save', 'Clear', and 'Return'. A red circle '1' highlights the 'Personal' dropdown menu, and a red circle '2' highlights the 'Save' button.

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).

The screenshot shows the 'Amendment Page' for a death record. It includes fields for 'Type' (set to 'Medical'), 'Year', and 'Order Number'. A red circle '1' highlights the 'Medical' dropdown menu.

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.

The screenshot shows the 'Amendment Page' with a dropdown menu open for 'Page to Amend'. The dropdown list includes options: 'Birth - Mother', 'Birth - Child', 'Birth - Mother Address', 'Birth - Place of Birth', 'Birth - Marital Status', 'Birth - Father', 'Birth - Informant', and 'Birth - Attendant Certifier'. A red circle '3' highlights the dropdown menu. A blue callout box with an orange border points to the dropdown menu and contains the text: 'Amendment items are added to the control by clicking the "Page to Amend" button, shown here.'

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.

**Mother**

Mother's Current Name

First: Lauren Middle: Hope Last: Krause Suffix:

Copy Current Legal Name

Mother's Name Before First Marriage

First: Lauren Middle: Hope Last: Krause Suffix:

Date of Birth: JAN-02-1982 Age: 30 Social Security Number: 999-99-9999  None  Unknown

Mother Birthplace

Birthplace State: Illinois Birthplace Country: United States

Cancel Amendment Validate Page Validate Amendment **Save** Clear Return

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.

4253747 2012034953 :Jennifer Jane Krause SEP-25-2012 Amendment Exists  
/Legal Valid/Medical Valid/Certified/Registered/Vault Copy Not Printed

**Amendment Page**

Type: Correction Affidavit 1 Year And Ur Amendment Date:

Year: 2012 Amendment Number: 352173

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
Mother - Birthplace State	Illinois	Michigan	Edit	Delete
Child - Time of Child's Birth	12:12 AM	11:12 AM	Edit	Delete

Cancel Amendment **Save** Clear Return

Figure 4: Amendment page with amendments entered

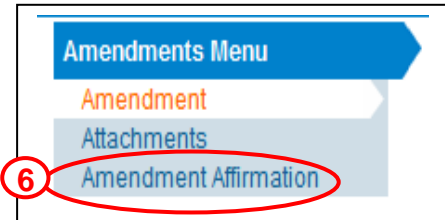
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If the information on this page has not been saved, clicking the **Clear** button will clear all entries related to the current amendment being added.

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.**