

IMPORTANT

1. The document submitted must include sufficient information to identify the death certificate to be corrected.
2. The document must verify the information to be corrected. If the spelling of the name is incorrect, the document must show correct spelling; if age is incorrect, the document must show correct date of birth, etc.
3. A document which has been altered cannot be accepted as proof for a correction.
4. Insurance policies and applications for insurance ARE NOT ACCEPTABLE as evidence to correct age and date of birth of deceased.
5. Certified document is required, photocopy or other reproduction IS NOT ACCEPTABLE unless certified by the custodian of the original record.
6. Documents must be submitted with Application for Correction of Death Certificate (DOH-299).

FOR CORRECTING: Name of Deceased, Date of Birth, Place of Birth or Names of Parents of Deceased:

1. Birth Certificate of Deceased: Send certified copy. If birth occurred after 1880 in New York State (outside of New York City), furnish name, place and date of birth and names of parents so we may locate the certificate in our files.
2. Baptismal Certificate or other Church or Synagogue Record: Record must bear the raised seal of the church or synagogue or must be made on stationery of church or synagogue and be signed by the current custodian of records.
3. Armed Forces Discharge: Send copy of official papers.
4. Naturalization Papers or Alien Registration Card: Send original papers by registered mail. It is illegal to make copies of these documents. After review, original papers will be returned by registered mail.
5. Hospital Record or Physician's Office Record of Death: Send certified copy, signed by physician or person having custody of hospital records.
6. Federal Census Record: A Federal Census was taken on the following dates: June 1, 1900; April 15, 1910; January 1, 1920; April 1, 1930, 1940, 1950, 1960, 1970, 1980 and 1990. A record may be obtained by writing to the U.S. Census Bureau, Pittsburgh, Kansas, 66762 giving full name of person whose certificate is to be corrected, names of parents and exact address at which he/she lived on the dates when a census was taken. Because of the heavy demand, it may take a month or longer to receive the census record. There is a fee for this service.
7. Early School Record: Must be made on the stationery of the school (report cards and diplomas are not acceptable), must show the name of the individual, date of birth (or date document was made and age at that time) and names of parents.

Marital Status of Deceased:

8. Marriage Record, Divorce Decree/Certificate, Separation Papers of Deceased (depending on change requested): If the marriage record is needed for the correction you must include the full marriage record (the Certificate, License and Affidavit). If the marriage license was issued in New York State (outside of New York City), you may furnish the names of both parties (including the birth name of each if different from current legal name), place and date of marriage and place of issuance of license. If the divorce or annulment was granted in New York State after January 1, 1963, you may furnish the names of both parties (including the birth name of each if different from current legal name) along with the date and the locality where the divorce/annulment was granted.
9. Affidavit From Grievant Surviving Spouse: Sworn statement, signed in the presence of a notary public, indicating that he/she is the legal surviving spouse, setting forth place and date of marriage and stating that the marriage was never legally dissolved by divorce or annulment.
10. Affidavit of Informant: Sworn statement, signed in the presence of a notary public, by person who furnished funeral director with information for death record; indicating the reason why incorrect information was furnished at the time the death certificate was prepared and stating the true marital status of the deceased at the time of death along with the full name of the legal surviving spouse.
11. Affidavit from Surviving Spouse listed on Death Record: Sworn statement, signed in the presence of a notary public, indicating that he/she is not the legal surviving spouse.

Date of Death or Time of Death:

12. Hospital Record of Deceased: Statement must show admission date and be signed by the custodian of hospital records.
13. Physician's Office Record: Statement must be based on office records and must be signed by attending physician or coroner or medical examiner.

Usual Occupation:

14. Employment Record: Record must show dates of employment and be signed by officer having custody of employment records for company.

Residence of Deceased:

15. Voter Registration Card, Utility Bill or Letter from a Government Agency: For correcting minor errors only, must be dated prior to death. For a complete change in residence, a letter from the Board of Elections or a Certificate of Domicile.

Social Security Number of Deceased:

16. Social Security Identification Card, Verification from the Social Security Administration (SSA) on agency's stationery or a Numident printout (a computer extract from the Social Security Number application) from the SSA.

Send Application to Correct a Death Certificate and Appropriate Supporting Documents to:

There is no charge for the correction, however, if you would like a copy of the corrected record you should include a signed Application For a Copy of a Death Certificate, a copy of your identification and the appropriate fee.

For expedited service:
Local Registrar of Vital Statistics - where the death occurred
(Check with Registrar for copy fee)

OR

New York State Department of Health
Bureau of Vital Records Correction Unit
P.O. Box 2602
Albany, NY 12220-2602
(Copy fee is \$30.00)