Overview

To make an amendment or correction to a death record, complete the application and supply supporting documents required to ensure that the correction or amendment is done in an accurate and timely manner.

While this document is intended to help guide the general public about how to obtain a change to a death certificate, it is also applicable for both Funeral Directors and Medical Certifiers who may be looking for some specific steps to follow.

Who can apply for a correction/amendment?

The following individuals can request a death certificate correction/amendment:

- The decedent’s spouse on record,
- A parent, child or legal guardian of the person,
- A sibling of the decedent,
- The informant if within six months of death,
- the Funeral Firm that handled the disposition if within six months of death,
- Medical Certifier who handled the case, or
- Anyone with a Court order.

How do I make a correction/amendment?

If the request is within six months of the death:

- The Funeral Firm that handled the disposition will assist you with a request if it deals with correcting or amending personal information. Personal information specific to the individual, including but not limited to, Name, Social Security Number, or Informant information.
- The Medical Certifier on the certificate will assist you with medical information correction/amendments, including place, cause, time or manner of death, or other medical fields.
- See the table below for specific instructions.

If the request is seven months or later after the death:

- Corrections to the personal information can be done by filling out the correct Application for Correction of Certificate of Death (DOH-299) and gathering supporting documentation to bring to your local Registrar.
- Corrections/amendments to medical information – place of death, cause or manner of death, etc. – can be done by filing out the correct Application for Correction of Certificate of Death (DOH-1999) and having the Medical Certifier sign off on the correction. Gather the supporting documentation to bring to your local registrar.
- See the table below for specific instructions.
What documents do I need to correct a death certificate?

You must send original documentation, or certified copies, with your application. Certified copies are documents issued by a government office that have a raised seal, like birth or marriage certificates. Usually a fee is required to obtain a certified copy from an office or agency.

Notarized copies or altered documents are NOT accepted.

(See the table below for specific instructions.)

NOTE: If your documents are in a language other than English, you also must obtain an official English translation of documents needed. Embassies and foreign consulates often will translate official documents for you. We also accept translations from established translation services.

If you can't provide the required supporting documents, call (855)-322-1022.

Common Corrections/Amendments

Look below to see which description fits your situation. You can also refer to the Listing of Supporting Documents Which May Be Submitted with the Application for Correction of Certificate of Death form DOH-299i, which follows these instructions, for more information about supporting documents.

<table>
<thead>
<tr>
<th>To make this correction:</th>
<th>Fill out the correction application and provide:</th>
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</table>
| Correct the name, address, date of birth of the decedent | Any one of these documents as it relates to the decedent:  
  - Certified copy of the birth certificate;  
  - Religious document (baptismal, church or synagogue record);  
  - Armed Forces discharge;  
  - Naturalization Certificate or Alien Registration Card;  
  - Hospital record or physician office record of death;  
  - Federal Census record;  
  - Early school record; or  
  - Letter from the funeral director, indicating error on their part with worksheet attached. |
| Correct the misspelling of the surviving spouse | Marriage license |
| Add or remove the surviving spouse | All of the following:  
  - Notarized statement from informant  
  - Notarized statement from surviving spouse who wants to be added or removed, and  
  - Marriage certificate or divorce or separation decree |
To make this correction: | Fill out the correction application and provide:
---|---
• Change the surviving spouse | All of these documents:
  • Certified copy of the person challenging the spouse of record (Grievant) - marriage record to the decedent;
  • Affidavit from Grievant indicating they are the legal surviving spouse, setting forth the date and place of the marriage and stating that the marriage was never legally dissolved;
  • Affidavit from the surviving spouse, if they are listed on the death certificate, indicating that they are not the surviving spouse; and
  • An affidavit from the informant of record indicating error.
• Correct the usual occupation of the decedent | An employment record listing the decedent’s occupation or title and the dates of employment, signed by the officer in charge of employment records.

Table continues on next page
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<tr>
<th>To make this correction:</th>
<th>Fill out the correction application <em>and provide:</em></th>
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<tbody>
<tr>
<td>• Correct the residence address for minor errors</td>
<td>Any one of these documents:</td>
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<td>• A voter registration card if registered within a year of death;</td>
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<td>• A certificate of domicile issued by the state of residence;</td>
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<td>• A certified letter from the Board of Elections;</td>
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<td>• Utility bill;</td>
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<td>• Government letter indicating residence address, or</td>
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<td></td>
<td>• Notarized Funeral Director statement.</td>
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<tr>
<td>• Correct the entire residence address within NYS</td>
<td>Any one of these documents:</td>
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<td></td>
<td>• Government letter or utility bill;</td>
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<td>• Mortgage Statement, or Lease Agreement dated within 3 months prior to the decedent's date of death;</td>
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<td></td>
<td>• A certified letter from the Board of Elections;</td>
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<td>• Statement from the facility where the decedent resided, or</td>
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<td></td>
<td>• Statement from Physician’s office.</td>
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<td>• Correct the Social Security Number</td>
<td>Any one of these documents:</td>
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<td></td>
<td>• Decedent’s Social Security Card, or</td>
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<td></td>
<td>• Letter from the Social Security Administration.</td>
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<td>• Correct the race</td>
<td>Any one of these documents:</td>
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<td>• An official record such as an American Indian Tribal record, or</td>
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<tr>
<td></td>
<td>• Copy of the parent’s birth certificate from the parent whose race is being added to the death certificate.</td>
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</table>

Table continues on next page
To make this correction: | Fill out the correction application and provide:
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• Correct the Education | Any one of these documents:
  • Copy of the decedent’s diploma, or
  • Letter from the educational institution stating the last completed year.

• Correct the Informant’s name - misspelling | Any one of these documents:
NOTE: The informant’s name cannot be replaced without a court order
  • Copy of the informant’s driver’s license;
  • Other photo identification

• Correct Military Service | DD-214 Armed Forces Discharge Papers

• Correct the date, place, time, of death | Any one of these documents:
  • Hospital or nursing home admission record of the decedent;
  • Statement signed by custodian of hospital or nursing home admission record;
  • Attending Physician’s office record;
  • Statement signed by custodian of attending Physician’s office record;
  • Statement signed by Coroner or Medical Examiner, or
  • Court order.

• Correct the cause of death | Any one of these documents:
  • Attending Physician’s office record;
  • Statement signed by custodian of attending Physician’s office record, or
  • Statement signed by Coroner or Medical Examiner

How do I apply for a correction/amendment by mail?

To correct/amend a death certificate by mail, please:

1. Complete and sign the appropriate death certificate correction form. If you are unable to download the form, please call (855)-322-1022.
2. Enclose in your correction application package:
   • Death certificate correction application form
   • Original documents to support the correction
   • Payment of all calculated fees (see below)
3. Mail your application package to:
   New York State Department of Health
   Vital Records Correction Unit
   P.O. Box 2602
   Albany, NY 12220-2602
NOTE: If you want to track your package, use registered mail instead of standard first-class U.S. postal service mail which is not tracked,

A payment is required with the application if you are also requesting a certified copy of the corrected death certificate. Fees are:

<table>
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<tr>
<th>ORDER TYPE</th>
<th>FEES (per copy)</th>
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<tbody>
<tr>
<td>Online or Phone orders</td>
<td>$45 + $8 vendor processing fee per transaction (not per copy)</td>
</tr>
<tr>
<td>Mail orders</td>
<td>$30</td>
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</tbody>
</table>

- For domestic orders, include a check or money order.
- For international orders, include a bank issued money order.

Checks and bank issued money orders are payable to *NYS Department of Health*.

Cash and postal money orders are NOT accepted.

**How do I apply for a correction/amendment in person?**

In-person corrections can be submitted at the local Registrar of Vital Statistics where the death occurred. Bring the appropriate, completed death certificate correction application form, original supporting documents, and payment. The local Registrar of Vital Statistics may forward the correction to the State for completion.