



**Department
of Health**

Electronic Death Registration System (EDRS) Amendments User Manual

New York State Department of Health
Bureau of Vital Records

Updated September 2020
Version 2.0

This document was produced by New York State Department of Health, Bureau of Vital Records for training and reference purposes.

All death and decedent information represented in this document are fictitious.

Examples do not reflect all possible scenarios that may occur while processing an electronic *Death Certificate*.

Page images may vary compared with the live application.

Version 1.3

Table of Contents

GETTING STARTED	4
INTRODUCTION	4
USING THIS MANUAL	4
GETTING HELP	4
PROCESS FLOW	5
KEYING ELECTRONIC AMENDMENTS.....	6
KEY AN AMENDMENT	6
ADD DOCUMENTARY EVIDENCE.....	11
EDIT OR CANCEL AN AMENDMENT BEFORE APPROVAL.....	13
Edit an Amendment	13
Cancel an Amendment.....	15
PROCESSING PAPER AND DROPPED TO PAPER CERTIFICATE AMENDMENTS	16
PRINTING FORMS AFTER AMENDMENT APPROVAL.....	18
Print Amended Certificates.....	18
APPENDIX A: AMENDMENT TYPES	20
APPENDIX B: TROUBLESHOOTING.....	21
<i>Submitting an Amendment</i>	<i>21</i>
<i>Amendment Approvals.....</i>	<i>21</i>
<i>Rejected Amendments.....</i>	<i>22</i>
<i>Issuing and Filing Amended Death Certificates</i>	<i>22</i>

Getting Started

Introduction

The New York State Electronic Death Registration System (EDRS) is a secure, web-based application used to electronically register death certificates across New York State (excluding the 5 boroughs of New York City).

The primary purpose of an EDRS is to enable death registration users - funeral firms, hospitals, nursing homes, physicians, and medical examiners and coroners - to file death records electronically with local registrars and New York State, within the required 72-hour window after a death occurs. An EDRS provides on-line access for all parties involved to work on the same case to complete decedent fact-of-death and cause-of-death information without the need for a physical paper trail.

As a component of the NYS EDRS, changes can be electronically submitted for approval by a case owner for personal (demographic) or medical data through the Amendment functionality. Using the EDRS eliminates or greatly reduces the need for manual interlineation on hard copies and expedites amendment processing. Data which is approved prints in the appropriate fields of the death certificate and a change history in the margin with the date the change was made.

Using this Manual

This manual is designed to document the EDRS functions pertaining to submittal of amendments or corrections to registered death records. For quicker and more specific role-based tasks, refer to the Quick Reference material. It is assumed the EDRS user completing Amendment functions is familiar with basic navigation and how to access a case. Steps throughout the manual begin after accessing a registered case. Should you need assistance with basic navigation or accessing a case, refer to the [EDRS User Manual](#) on the EDRS public website.

Note: All examples referenced or shown in screenshots in this document contain fictional death report information. Examples do not reflect all possible scenarios that may occur while processing an electronic death certificate. Page images may vary compared to the live application.

Getting Help

Not every scenario can be documented in this manual. Should you have questions on submitting an electronic amendment on a registered death, contact the **NYS DOH Bureau of Vital Records, Corrections Unit**.

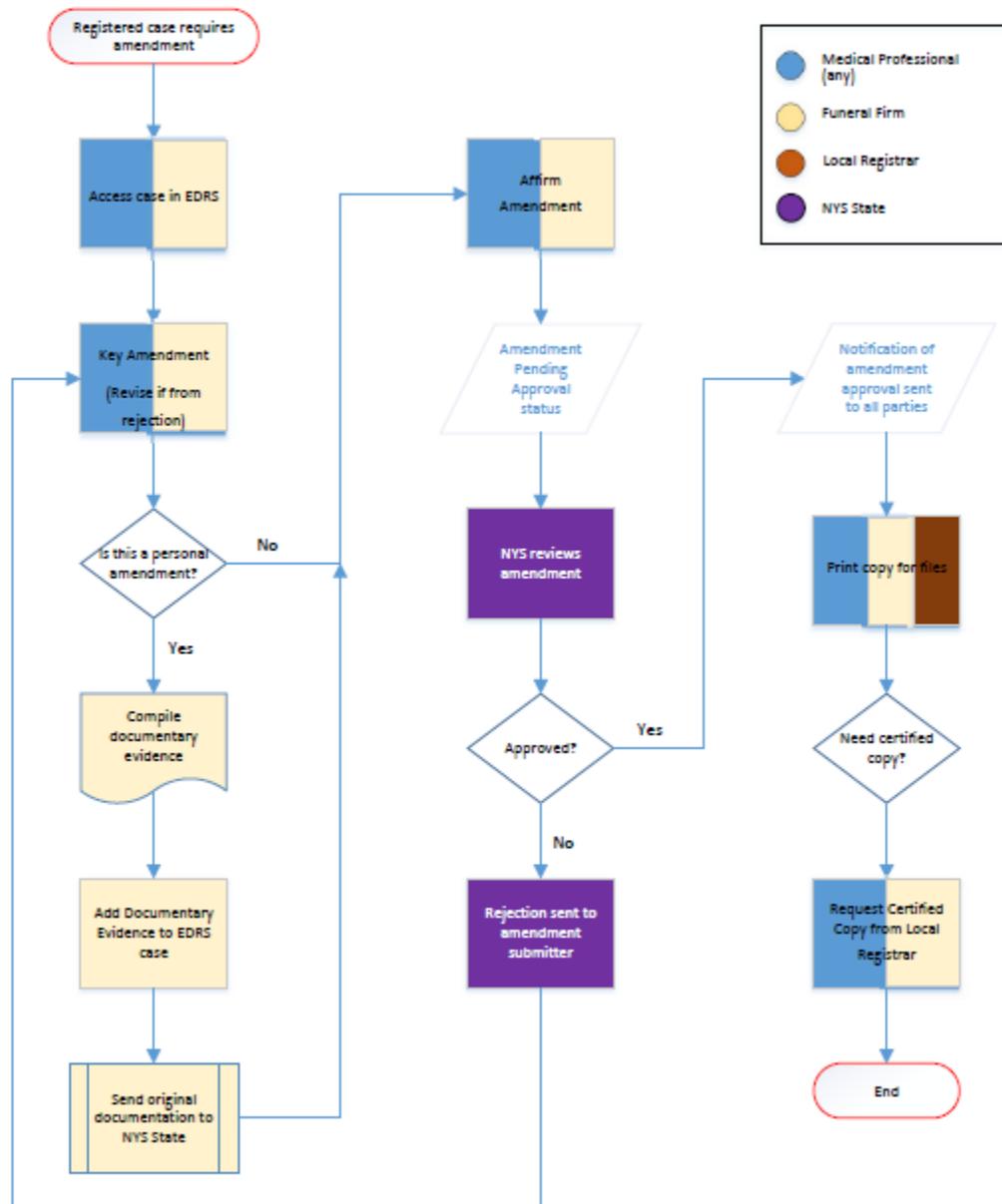
Website: https://www.health.ny.gov/vital_records/death

Email: amendcorrect@health.ny.gov

Mail: NYS Department of Health
Bureau of Vital Records
800 North Pearl Street, Rm 210
Albany, NY 12204

Process Flow

The below is a graphic representation of the business process flow, both internal to and external from the EDRS.



Keying Electronic Amendments

Users, with appropriate permissions in EDRS have the ability to electronically submit amendments. When an amendment is first created it is 'keyed' and therefore-retains that status until affirmed or submitted to the State for approval. The *electronic amendment process is only for electronically filed certificates*. If the amendment is for a paper certificate, please see *Processing Paper Certificate Amendments*.

NOTE: Case owners should make every effort to obtain and verify demographic information with the Informant, family members, or the decedent prior to his or her expiration, to avoid amendments.

Electronic submittal does not eliminate the need for documentary evidence that supports the amendment. Instructions on attaching documentary evidence is included in the steps below. It is highly recommended that you collect the supporting materials prior to submitting the amendment through the EDRS. This expedites the approval process and shortens the time for the requester to receive updated death certificates. For reference, the Requester is referred to as the keyer in the EDRS.

When electronically submitting an amendment for a case filed electronically, there is no need to send a DOH-1999 or DOH-299 form; instead capture a screen print of the keyed documentary evidence with Amendment ID and Decedent Name and Case ID. Refer to the [Add Documentary Evidence](#) section of this manual.

Key an Amendment

Images in the steps below represent a personal amendment. Steps to key a medical amendment are the same in EDRS, you would just select a medical Amendment Type to correct data on medical pages.

NOTE: It is recommended to have all documentary evidence ready to identify on the amendment and send to New York State before submitting for approval to expedite completion. *No documentation is required for medical amendments.*

Step	Comments/Prompts
1. After accessing the registered case, click Amendments in the <i>Death Registration Menu</i> under <i>Other Links</i> .	The <i>Amendments</i> page displays.



Step

Comments/Prompts

Amendment Page

Type	<input type="text"/>	Amendment Date	<input type="text"/>
Year	<input type="text"/>	Amendment Number	<input type="text"/>
Order Number	<input type="text"/>	Description	<input type="text"/>
Amendment Status	<input type="text"/>		

2. Complete the available fields
 - a. Click on the dropdown arrow in the **Type** field to select an Amendment Type.
 - b. Optionally, type a **Description** to help identify this amendment in case more amendments are added in the future.

For demographic changes on any of the *Personal Information* pages of a case, select *Personal – Death*.

For medical amendments, select *Medical – Death*.

The **Order Number** field should be left blank.

3. Click **Save**.

The *Amendment* page refreshes. New items on the page include a button to **Add Documentary Evidence** and the **Page to Amend** field.

If you started an amendment in error, you can cancel the amendment. See the [Edit or Cancel an Amendment Before Approval](#) (p.13) section of this manual.

The **Amendment Status** is *Keyed*. Amendment statuses are explained later in this section.

Amendment Page

Type	<input type="text" value="Personal - Death"/>	Amendment Date	<input type="text" value="Oct-31-2019"/>
Year	<input type="text" value="2019"/>	Amendment Number	<input type="text" value="44623"/>
Order Number	<input type="text"/>	Description	<input type="text" value="Address Update"/>
Amendment Status	<input type="text" value="Keyed"/>		

Select Add Documentation to add documentary evidence to this amendment.

Page to Amend

Step**Comments/Prompts**

- Click the **Page to Amend** dropdown arrow and select the page that needs amending.

The page refreshes displaying the fields on the selected page with current values.

Amendment Page

Type	<input type="text" value="Personal - Death"/>	Amendment Date	<input type="text" value="Oct-31-2019"/>
Year	<input type="text" value="2019"/>	Amendment Number	<input type="text" value="44624"/>
Order Number	<input type="text"/>	Description	<input type="text"/>
Amendment Status	<input type="text" value="Keyed"/>		

Select Add Documentation to add documentary evidence to this amendment.

Add Documentary Evidence

Page to Amend

Resident Address

Address

Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
<input type="text" value="123"/>	<input type="text"/>	<input type="text" value="Any Street"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City, Town or Village	County	State	Country	Zip Code	
<input type="text" value="Schenectady"/>	<input type="text" value="Schenectady"/>	<input type="text" value="New York"/>	<input type="text" value="United States"/>	<input type="text" value="12308"/>	

Mailing Address if different from above: Town, Village, Hamlet, Borough

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

- Complete all data changes for this page.

- Click **Validate Page** and make edits as needed to correct errors, then validate the page again.

A data grid now appears above the page amended showing the field selected, the old value and the new value being submitted with the amendment.

Optionally, wait to click the **Validate Page** button until after all page amendments are entered and instead click **Save** after amending each page. All errors can be resolved at that time.

Step

Comments/Prompts

Amendment Page

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

Type	Personal - Death	Amendment Date	Oct-31-2019
Year	2019	Amendment Number	44624
Order Number		Description	
Amendment Status	Keyed		

Select Add Documentation to add documentary evidence to this amendment.

Add Documentary Evidence

Page to Amend Death - Resident Address

Item In Error	Item as it Appears	Item as it Should be
Resident Address-Street Name	Any Street	Any
Resident Address-Apartment Number		Apt B5
Resident Address-Street Designator		Street

Resident Address

Address

Street Number	Pre Directional	Street Name, Rural Route, etc.	Street Designator	Post Directional	Apt #, Suite #, etc.
123		Any	Street		Apt B5
City, Town or Village	County	State	Country	Zip Code	
Schenectady	Schenectady	New York	United States	12308	

Mailing Address if different from above: Town, Village, Hamlet, Borough

Cancel Amendment Validate Page Validate Amendment Save Clear Return

7. Verify all items in the grid are correct, making corrections and revalidating, as needed.

Optionally, this could be done after entering all page amendments and reviewing the data grid for all values instead of after each page.
8. If this is a personal (demographic data) amendment, and documentation is required, add documentary evidence.
 - a. Click **Add Documentary Evidence**.
 - b. Complete *Add New Document* section.
 - c. Click **Save**.
 - d. Prepare and mail original documentation, or fax verified copies, to NYS.

Fax: (518) - 474-2785

Mail: NYS Department of Health
Bureau of Vital Records
800 North Pearl Street, Rm 210
Albany, NY 12204

See [Adding Documentary Evidence](#) (p.11) section of this manual for detailed instructions.
9. Repeat steps 4-8 above for each page with needed amendments.

By selecting and editing each page here, only one amendment is submitted for approval.

Step**Comments/Prompts**

10. Once all data values on all pages are valid, click **Amendment Affirmation**.

The *Affirmations* page displays.

NOTE: Until you affirm the changes, the amendment sits in **your** queue.

By affirming the amendment changes, you are confirming the data should be added or replaced on the original death certificate.

Affirmations

Affirm the following:

- Under the penalties of perjury, I hereby affirm that the statements made herein are true and correct information to be added to the original certificate of death.

Affirm **Clear** **Return**

11. On the *Affirmation* page, read the affirmation statement. Click in the checkbox to the left of the statement and then click **Affirm**.

The amendment has now been submitted to NYS for approval. The **Amendment Status** is now *Amendment Pending Approval*.

NOTE: If you realize there is an error in the submitted amendment, you can update the data if the status is still *Amendment Pending Approval*. See the [Edit or Cancel an Amendment Before Approval](#) (p.13) section of this manual.

12. Either click the **Return** button or **Amendment** in the *Amendments Menu*, then click **Amendment List** under the *Registrar* section of the *Death Registration Menu*.

The *Amendments List* page displays all amendments created for this case by your office.

View of *all* amendments on the *Amendments List* page is reserved for NYS.

**Amendment List**

Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
44624	History	Personal - Death	Oct-31-2019		Amendment Pending Approval	

New Amendment **Return**

Step**Comments/Prompts**

13. Review the amendment status on the *Amendments List* page.

If the amendment was completed and submitted to the State for approval, the **Amendment Status** should be *Amendment Pending Approval*. You receive an email and internal EDRS notification once approved.

NOTE: Once an amendment is approved, Amendment Exists text is added to the case header, regardless of Amendment Status.

Sep-14-2018 Amendment Exists

Add Documentary Evidence

When submitting a *personal* amendment for demographic information, supporting documentation may be required, as defined by DOH-299 and DOH-299i guidelines, and must be received by NYS before approval is processed. Full guidelines for completing the form is on the New York State Department of Health, Vital Records [Death Certificates](#) public webpage.

You **MUST** save the Amendment prior to adding documentary evidence. If you attempt to add documentary evidence before an amendment is created, your entries will not be saved, and you must reenter the items.

NOTE: Documentation is not required for medical amendments.

Step**Comments/Prompts**

1. On the *Amendment* page, click **Add Documentary Evidence**.

Add Documentary Evidence

NOTE: You must first **Save** the Amendment before entering documentary evidence or your data will not be saved.

The page refreshes, displaying two new sections: *Add New Document* and *Documentation Reviewed By* above the data grid.

Step**Comments/Prompts**

2. In the *Add New Document* section, click on the **Document Type** dropdown arrow and select the appropriate document. If the document you are submitting does not appear in the list, select *Other (specify)* and add the name in the **Other Documentation Type** field.

3. Complete the remaining fields in the *Add New Document* section:
 - Issued By
 - Date Issued
 - Facts SupportedLeave the *Reviewed By* section blank.

4. Click **Save**. The *Amendment* page refreshes with a table above the **Add Documentary Evidence** button, listing the document supplied.

Document Type	Issued By	Date Issued	
Driver's/Non-Driver's License	New York State	Oct-01-2016	Edit Delete View
Income Tax Return	NYS Taxation	Apr-01-2019	Edit Delete View
			Total Records : 2

[Add Documentary Evidence](#)

5. Repeat steps 1-4 above for each document supplied as evidence.

Step	Comments/Prompts
6. Click Save or Validate Amendment .	
7. Print the web page (Amendment page), making sure the case header is included, then send the capture and supporting documentation to NYS via mail or fax.	<p>NOTE: Use the printed web page as a cover page to send with the documentary evidence to the state via the following options.</p> <p>Secure File Transfer through the Health Commerce System (HCS). Contact the EDRS team for set-up instructions.</p> <p>Fax: (518) - 474-2785</p> <p>Mail to:</p> <p>NYS Department of Health Bureau of Vital Records 800 North Pearl Street, Rm 210 Albany, NY 12204</p>

Edit or Cancel an Amendment Before Approval

As with any manual data entry, errors can appear. You can edit or delete individual changes within an amendment or cancel an amendment completely before it is approved.

NOTE: If you have submitted an amendment for approval, it is recommended that you contact the State before editing or cancelling the amendment to avoid issues if the amendment is approved concurrently with your change.

Edit an Amendment

Step	Comments/Prompts
1. From the Amendment List within a case, click on the desired Amendment ID .	The <i>Amendment</i> page displays.

Step

Comments/Prompts

Amendment Page

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

Type: Personal - Death Amendment Date: Oct-31-2019
 Year: 2019 Amendment Number: 44623
 Order Number: Description: Address Update
 Amendment Status: Keyed

Select Add Documentation to add documentary evidence to this amendment.

Add Documentary Evidence

Page to Amend

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Family Members-Surviving Spouse's First Name	Kassandra	Michael	Edit	Delete
Family Members-Surviving Spouse's Middle Name	QqVII	V	Edit	Delete
Family Members-Last(Enter birth name of spouse if married or separated)	Thompson	Frier	Edit	Delete
Family Members-Father's First Name	Elisabeth	Robert	Edit	Delete
Family Members-Father's Middle Name	QqVII	R	Edit	Delete
Family Members-Father's Last Name	Garcia	Smith	Edit	Delete
Family Members-Mother's First Name	Adalyn	Anne	Edit	Delete
Family Members-Mother's Middle Name	QqVII		Edit	Delete
Family Members-Mother's Maiden Last Name	Martinez	Green	Edit	Delete

Cancel Amendment Validate Amendment Save Clear Return

2. Perform one of the following to edit this Amendment.
 - a. Click the **Edit** link to the right of an *Item in Error* to change the submitted item.
 - b. Click the **Delete** link to the right of an *Item in Error* to remove the submitted item.
 - c. Click on the **Page to Amend** dropdown to select a page and add additional items to this amendment.

The *Amendment* page refreshes with the page expanded if you are editing or adding items to the amendment. Update the visible page to amend accordingly and validate/save as you would if this were a new amendment.

If you clicked the **Delete** link, the page refreshes with that item removed from the data grid.

3. Click **Amendment Affirmation** in the *Amendments Menu*.

The *Affirmations* page displays.

4. Read the affirmation statement, checking the box to the right of the text and then click the **Affirm** button.

The page refreshes with a 'success' statement.

Notice the **Affirm** button is now **Unaffirm Amendment**.

5. Click **Return**.

The *Amendment List* page displays again. The amendment should have an *Amendment Pending Approval* status.

Cancel an Amendment

Step

Comments/Prompts

- From the **Amendment List** within a case, click on the desired **Amendment ID**. The *Amendment Page* displays.

Amendment Page

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

Type: Personal - Death Amendment Date: Oct-31-2019

Year: 2019 Amendment Number: 44623

Order Number: Description: Address Update

Amendment Status: Keyed

Select Add Documentation to add documentary evidence to this amendment.

Add Documentary Evidence

Page to Amend:

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Family Members-Surviving Spouse's First Name	Kassandra	Michael	Edit	Delete
Family Members-Surviving Spouse's Middle Name	QqVII	V	Edit	Delete
Family Members-Last(Enter birth name of spouse if married or separated)	Thompson	Frier	Edit	Delete
Family Members-Father's First Name	Elisabeth	Robert	Edit	Delete
Family Members-Father's Middle Name	QqVII	R	Edit	Delete
Family Members-Father's Last Name	Garcia	Smith	Edit	Delete
Family Members-Mother's First Name	Adalyn	Anne	Edit	Delete
Family Members-Mother's Middle Name	QqVII		Edit	Delete
Family Members-Mother's Maiden Last Name	Martinez	Green	Edit	Delete

Cancel Amendment Validate Amendment Save Clear Return

- Click **Cancel Amendment**.

A confirmation pop-up window displays asking you to confirm you want to cancel the amendment.

evalcommerce.health.state.ny.us says

Are you sure you wish to cancel this amendment? Press OK to continue or Cancel to abort.

OK Cancel

- Click **OK**.

- Click **Return**.

The *Amendment List* page displays. Your amendment now has an **Amendment Status of Cancelled**.

Processing Paper and Dropped to Paper Certificate Amendments

When an amendment needs to be made to a certificate that is paper or hybrid based (Drop to Paper) rather than electronic, the electronic amendment process cannot be used. Instead, the Funeral Director, Medical Certifier, or appropriate staff needs to fill out the correction form, gather supporting documents and bring those to the local registrar who registered the case.

To identify a hybrid certificate, check the status line in EDRS:

508585 :John Dodge Sep-10-2020
 /Personal Invalid/Medical Valid/Not Registered/Dropped to Paper by Medical Certifier/Certified/NA/NA/Personal Pending/ICD Coding Required

Registrars can also check the record source on the Identifiers page:

Identifiers

Record Source ▶ Paper ▼

Once the record is identified as paper or hybrid, the person submitting the amendment should bring the appropriate completed Correction Form and any supporting documents to the Local Registrar for processing. The Local Registrar should then use interlineation on the filed certificate to make the correction.

Step	Comments/Prompts
1. On the filed certificate, in one of the margins, write the following: <ol style="list-style-type: none"> a. An asterisk (*) b. The date the correction is being processed c. The initials of local filing office staff completing this amendment 	
2. On the filed copy, write an asterisk (*) in each field to be corrected.	
3. Draw a single line through the incorrect information.	The original filed data must remain legible.
4. Type or print the correct information above or adjacent to the incorrect information.	Try to keep in or close to the field to be corrected.
5. Repeat steps 2-4 to complete all corrections.	

Step	Comments/Prompts
6. Complete the following for filing: a. File a copy of the Correction Form and supporting documentation, if applicable, with your local corrected copy. b. Mail the original correction documentation to the state.	Mail to: NYS Department of Health Bureau of Vital Records 800 North Pearl Street, Rm 210 Albany, NY 12204 NOTE: There is no need to send a copy of the interlineated certificate to the state.
7. Return the corrected certificate to the file or book where kept in the Filing Office.	
8. Issue a new, corrected copy of the death certificate if requested.	

Printing Forms After Amendment Approval

When an amendment is approved by New York State and moves to a *Completed* status, a message appears in your EDRS **Messages** list. Messages are sent to the organization who submitted the amendment and the Local Registrar where the event occurred, and the record was registered. Corrected certificates with change history appearing in the left margin or lower portion of the certificate, can be printed for your files.

Print Amended Certificates

Local Registrars should always print amended records *filed electronically* for their files. Personal and Medical case owners should print amended files per his or her organization's business practices.

NOTE: Local Registrars receive notifications whenever an amendment is entered by the State, regardless of case **Record Source** (*Paper, Hybrid {Dropped to Paper}, or Electronic*). Be aware that you should *not* print vault copies for *Paper or Hybrid (Dropped to Paper)*. The **Record Source** is located on the *Identifiers* page.

Step

Comments/Prompts

1. Anywhere in EDRS, click on **Main** in the menu bar, then **Messages**.

Your *Messages* page displays.

The list includes all notifications sent to you within EDRS and is not limited to messages about amendments.

From	Message Text	Date Sent	<input type="checkbox"/>
Laurie Kropkowski	To A CITY OF ALBANY TEST - An amendment has been Approved today for EDRS Case Id: 508504 , Name: Charles Strayer, Date of Death: Jan-17-2020. If this case is a fully electronic registration, please print the following two documents in EDRS to replace the old certificate currently on file at your office: (1) "Vault Copy", and (2) "Registered Death Certificate - Without Cause Of Death". (Note: If multiple amendments were submitted to NYS, you will receive a separate message for each amendment when it is Approved.)	1/21/2020 3:18:23 PM	<input type="checkbox"/>

Local Registrar message above; Funeral Director message below

From	Message Text	Date Sent	<input type="checkbox"/>
Serean M Smart	The amendment submitted for: 18134 ; Richard Brouns, Event Date: Mar-23-2017 has been Approved.	11/7/2019 1:29:31 PM	<input type="checkbox"/>
Virginia B Harrison	The amendment submitted for: 17369 ; Eric Test, Event Date: Jun-17-2016 has been Approved.	11/7/2019 12:58:34 PM	<input type="checkbox"/>

2. Click on the **Case ID** in the **Message Text**.
3. From the *Decedent* page of the case, click on **Identifiers** in the *Death Registration Menu*.

Step	Comments/Prompts
4. Verify the record source is <i>Electronic</i> .	If the record source is NOT “electronic,” consider this as only a notification that the State has updated the electronic version of the record. You do not need to print a new Vault Copy from EDRS.
5. Click on Print Forms in the <i>Death Registration Menu</i> .	
6. Perform one of the below depending on your role. a. If you are the personal or medical owner, click Print Working Copy – For Draft Review and print the working copy for your files. b. If you are the Local Registrar, click on and print both the Vault Copy and the Registered Death Certificate – Without Cause of Death .	For Local Registrars <ul style="list-style-type: none"> • The Vault Copy includes all medical information including the Cause of Death. Change History will appear in the left margin. This version would be issued when the Cause of Death information is requested with the application. • The Registered Death Certificate – Without Cause of Death excludes the Cause of Death information and should always be used for issuance unless the medical information is requested.

Appendix A: Amendment Types

The types of Amendments and corresponding fields available based on user roles and permissions are listed in the table below.

NOTE: All fields print on *electronically filed*, amended death certificates unless otherwise noted.

		Who can submit this type of Amendment?			
		<i>Medical Professionals and facility staff</i>	<i>Funeral Directors and Firm staff</i>	<i>Medical Examiners/ Coroners and staff</i>	<i>Medical Professionals, Funeral Directors and facility/firm staff</i>
		Amendment Type			
Page	All fields amendable EXCEPT	Medical – Death	Personal – Death	Medical and Personal	Place of Death – Registration District
Cause of Death		X		X	
Certifier		X		X	
Decedent	Alias		X	X	
Decedent Attributes			X	X	
Disposition			X	X	X
Family Members			X	X	
Identifiers	Death State File Number File Date Death State File Number	<i>Select fields editable after registration by the Local Registrar without requiring an amendment</i>			
Informant			X	X	
Injury		X		X	
Other Factors		X		X	
Place of Death		X		X	X
Pronouncement		X		X	
Resident Address		X	X	X	

Appendix B: Troubleshooting

Answers to frequent questions are organized into the topic categories listed below. Click a topic link here to jump to that category of questions or scroll down to view all questions and answers.

[Submitting an Amendment](#)

[Amendment Approvals](#)

[Rejected Amendments](#)

[Issuing and Filing Amended Death Certificates](#)

For complete instructions for using EDRS, see the EDRS User Manual, video tutorials, procedures, and reference guides available on the [EDRS website](http://www.health.ny.gov/vital_records/edrs) located at http://www.health.ny.gov/vital_records/edrs.

Submitting an Amendment

WHY CAN'T I CHANGE A FIELD IN MY AMENDMENT?

Fields in EDRS are tied to specific Amendment Types. Make sure you selected the correct Amendment Type for the correction you are making to the record. For instance, if the Decedent's Family Member information needs to be updated, this cannot be changed through a Medical Amendment.

I DON'T KNOW WHAT AMENDMENT TYPE TO USE.

The Amendment Types available are based to the user's role in EDRS. For instance, Funeral Directors have a 'Personal' amendment type, Medical Professionals have a 'Medical' amendment type, and Medical Examiners have an Amendment Type that includes both personal and medical data elements.

I DON'T SEE THE DOCUMENTARY EVIDENCE I ADDED. WHERE DID IT GO?

If you added the documentary evidence before initially saving the amendment, the data is not captured because there is no amendment recorded to link the documents. You need to add the documentary evidence again.

Amendment Approvals

WHY HASN'T THE STATE APPROVED MY AMENDMENT?

All amendments are approved at the state level and some amendments require documentary evidence. If you submitted an amendment without supporting documentation, this will hold up the approval. If documentary evidence was mailed to the state, time must be allowed for receipt and review of the documents. The best option for submitting documentation is to fax images of the documents you have

already verified with the **Case ID, Decedent full name** as entered in EDRS, and the **Date of Death** on a cover sheet.

Rejected Amendments

MY SUBMITTED AMENDMENT WAS REJECTED. WHAT DO I DO NOW?

Refer to the **Description** for an abbreviated explanation of why the amendment was rejected. The State, upon review, will update the Description for rejected amendments and will send a follow-up email detailing the reason for the rejection and instructions to resolve the issue.

If applicable, after you have acted to resolve the reason for rejection, you may re-submit the original amendment by completing the Amendment Affirmation again.

Issuing and Filing Amended Death Certificates

I AM A LOCAL REGISTRAR. DO I ISSUE THE VAULT COPY OR THE REGISTERED DEATH CERTIFICATE – WITHOUT CAUSE OF DEATH?

Anyone requesting certified copies of Certificates of Death should always specify whether they are needed with, or without, the Cause of Death section. Unless the requestor specifies that the Cause of Death section is needed on the copies they are requesting, you should issue the *Death Certificate – Without Cause of Death* per New York State Issuance Guidelines.

WHO CAN REQUEST A REGISTERED DEATH CERTIFICATE – WITHOUT CAUSE OF DEATH?

Anyone entitled to a copy of the Certificate of Death, whether based on direct relationship or based on a documented legal right or claim is entitled to the *Registered Death Certificate – Without Cause of Death* record. Anyone requesting certified copies of Certificates of Death should always specify whether they are needed with or without the Cause of Death section. Unless the requestor specifies that the Cause of Death section is needed on the copies they are requesting, you should issue them without the Cause of Death showing.

OUR LOCAL FILING OFFICE USUALLY SCANS THE VAULT COPIES. DO I NEED TO SCAN THE VAULT WITHOUT CAUSE TOO?

Yes. You should scan both vault copies so they will be readily available for issuance.

DO I NEED TO DO ANYTHING ELSE BESIDES PRINT THE AMENDED VAULT COPIES?

Yes, you should inspect them for completeness and accuracy. If a discrepancy is found, send a detailed email to edrs@health.ny.gov and include “Amendments” in the subject line. If the vault copy is needed to fulfill a request, you may fax the request with the application to 518-474-2785 for an expedited response.

WHAT SHOULD I DO IF THE CORRECTED COPY DOES NOT SHOW ALL AMENDMENTS AND/OR THE CHANGE HISTORY?

If a discrepancy is found, send a detailed email to edrs@health.ny.gov and include "Amendments" in the subject line. If the vault copy is needed to fulfill a request, you may fax the request with the application to 518-474-2785.

AN AMENDMENT WAS MADE TO THE DISPOSITION SECTION, WILL THE BURIAL PERMIT ALSO BE UPDATED WITH THE SAME CHANGES?

Yes.

I got a notification that an amendment was approved but when I opened the Vault copy, half the record was blank – what do I do now?

The record will appear incomplete in the system because this case was filed on paper - please ignore the notification. Although the record was filed on paper, NYS Vital Records enters the corrected information in the EDRS system for data reporting purposes only. The EDRS system automatically send notifications when a case is corrected regardless of the record source. We are working to fix this issue.