

YELLOW COLORED DEATH CERTIFICATE CORRECTIONS

FORMS

Application for Correction of Certificate of Death, DOH-299 – This form is used for corrections of personal, demographic and local registration items.

Medical/Burial Death Correction Report, DOH-1999 – This form is used to correct the medical and burial sections of the death certificate. It is frequently used by attending physicians, coroners, and medical examiners who need to update the cause of death information. Funeral Directors also use this form to correct the disposition information.

List of Supporting Documents, DOH-299(I) – This form provides a list of supporting documents used to correct errors which are frequently made on death certificates.

SUPPORTING DOCUMENTS – GENERAL REQUIREMENTS

1. Each document must support the correction and include sufficient information to identify the death certificate. Supporting documents must be the originals or certified copies of the original. Do not accept altered documents.

2. Foreign language documents must include a certified English translation. Acceptable translations are those produced by reputable organizations such as consulates, embassies, universities, etc., or an individual qualified to translate from the language of the document into English including any technical or legal terms used in the document.

3. The translation must be a full and complete translation of the entire document including the meaning of any titles, stamps or seals. The summary of the document is not acceptable. A translation of only portions of the document is not acceptable.

4. The translation must include a certification signed by the translator that must be printed legibly or typed. Such certification must include a statement that the translator is competent to translate the document; list title, position and qualification; and state that the translation is true, complete and accurate to the best of the translator's abilities. The statement must be signed and dated.

Translations that do not meet all of the qualifications listed above cannot be accepted.

SUPPORTING DOCUMENTS – SPECIFIC REQUIREMENTS

Funeral Director's Statement – Typographical or transcription errors made by the funeral director in completing the death certificate may be made by a statement signed by the funeral director, identifying the item(s) in question, the correct information and the reason for the error. The local registrar and the Department of Health may require additional supporting documentation depending upon the circumstances. The funeral director cannot authorize corrections due to misinformation provided to him/her from the informant. **The funeral director cannot authorize corrections 6 months after date of death.**

Hospital Record of the Death – Certified by the attending physician or custodian of the hospital record.

Attending Physician's Office Record of the Death – Certified by the attending physician, the coroner or medical examiner.

Baptismal, Church or Synagogue Record – The record must bear the raised seal of the Church or Synagogue or must be made on Church or Synagogue stationery and signed by the present custodian of the records.

Federal Census Record – A Federal Census was taken on June 1, 1890; April 15, 1910; January 1, 1920; and April 1, 1930, 1940, 1950, 1960, 1970, 1980, 1990 and 2000. Federal census records may be obtained from the U.S. Census Bureau, Pittsburg, Kansas 66762. Provide the person's full name, parents' names, and exact address where the person lived on the date of the Census. Contact the Census Bureau for current fee and method of payment.

School Record – A certified copy of a school record or letter on school stationery signed by the present custodian of the record. The record must include the decedent's name, date of birth or age, date the record was made, and parents' names. Report cards and diplomas may not be accepted.

Naturalization Certificate or Immigration Record – The original is required because it is illegal to photocopy a Naturalization Certificate. Registered mail is recommended.

Decedent's Marriage Record – A certified copy is required.

Decedent's Birth Certificate – A certified copy is required.

Social Security Card – A statement on Social Security Administration letterhead is also acceptable.

Employment Record – The record must show dates of employment and be signed by an officer of the company.

Voter Registration Card – This record may be obtained from the County Board of Elections where the decedent resided at the time of death. A Certificate of Domicile may also be accepted. The Certificate of Domicile must state that the person listed on the death record physically resided in the named State less than 1 year before the date of death.

Armed Forces Discharge Papers – Original discharge papers are required.

CORRECTING SPECIFIC DEATH CERTIFICATE ITEMS

The following are commonly corrected death certificate items and the types of documentation required:

DECEDENT'S NAME, DATE OF BIRTH, PLACE OF BIRTH, PARENTS' NAMES – To correct these items, one of the following documents must be submitted:

1. Certified copy of decedent's birth certificate;
2. Baptismal, church or synagogue record;
3. Armed Forces Discharge;
4. Naturalization Certificate or Alien Registration Card;
5. Hospital record or physician office record of death;
6. Federal Census report;
7. Early school record.

MISSPELLING OF SURVIVING SPOUSE'S NAME – To correct a misspelling, a certified copy of the marriage license must be submitted.

CHANGING THE SURVIVING SPOUSE – If another person claims to be the decedent's surviving spouse, the following supporting documents must be provided before the spouse listed on the certificate is lined-out and the grievant's name is added to the death certificate:

1. Certified copy of grievant's marriage record to the decedent;
2. Affidavit from grievant indicating they are the legal surviving spouse, setting forth the date and place of the marriage and stating the marriage was never legally dissolved;
3. Affidavit from the surviving spouse, if listed on the death certificate, indicating that they are not the surviving spouse; and
4. Affidavit from the informant of record indicating error.

Neither the local registrar nor the New York State Department of Health have the authority to decide if a marriage is valid or not. Therefore, if there is any controversy, it must be decided by the courts.

DATE, PLACE, OR TIME OF DEATH – To correct the date, place, or time of death, one of the following documents must be submitted:

1. Hospital or nursing home admission record of decedent;
2. Statement signed by custodian of hospital or nursing home admission record;
3. Attending physician's office record;
4. Statement signed by custodian of attending physician's office record; or
5. Statement signed by coroner or medical examiner.

USUAL OCCUPATION – To correct the decedent's usual occupation, an employment record listing the decedent's occupation or title and the dates of employment must be submitted. The record or letter must be signed by the officer in charge of the employment records.

RESIDENCE – To correct the decedent's residence, a voter registration card or a certificate of domicile issued by the State of residence must be submitted.

SOCIAL SECURITY NUMBER – To correct the decedent's Social Security Number, the decedent's Social Security Card or letter from the Social Security Administration must be submitted.

RACE – To correct the decedent's race, an official record such as an American Indian Tribal record or copies of the parent's birth certificates must be submitted.

EDUCATION – To correct the decedent's education, a copy of the decedent's diploma or a letter from the educational institution indicating the last completed year must be submitted.

INFORMANT'S NAME – To correct minor misspellings of the informant's name, a copy of the informant's driver's license, or other photo identification must be submitted. Do not replace the name of the listed informant with someone else's name without a court order.

SERVED IN THE U.S. ARMED FORCES – DD-214 Armed Forces Discharge Papers.