

## Administrative Amendments on Death Certificates

Chapter 7 § 32.1-269.1 (C) (D) (F)

Administrative amendments are demographic changes that can be made to a death certificate with an Affidavit for Correction of a Record (VS 32 form) and supporting evidence.

### **Who can submit an affidavit to amend or correct a death certificate?**

An affidavit can be submitted by the surviving spouse or immediate family, attending funeral service licensee or other reporting source.

### **Administrative amendments within 45 days after filing**

The State Registrar, upon receipt of an affidavit and supporting evidence testifying to corrected information on a death certificate **within 45 days of the filing of a death certificate**, shall amend such death certificate to reflect the new information and evidence.

### **Administrative amendments more than 45 days after filing**

After 45 days of the filing of the death certificate, only the items listed below can be amended with an affidavit and supporting evidence.

The correct spelling of the name of the deceased, the deceased's parent or spouse, or the informant; the sex, age, race, date of birth, place of birth, citizenship, social security number, education, occupation or kind or type of business, military status, or date of death of the deceased; **the place of residence of the deceased, if located within the Commonwealth**; the name of the institution; the county, city, or town where the death occurred; or the street or place where the death occurred, shall amend such death certificate to reflect the new information and evidence.



**Please note:** There is a \$10 administrative fee to make any corrections or amendments to a vital record.

Demographic items that can be amended on the death certificate	Examples of Acceptable Evidence
Minor spelling corrections, transpositions of name of deceased, deceased parents, spouse or informant; sex; date of birth; age; place of birth; citizenship	Copy of decedent's birth record, marriage record, or US Passport. Foreign birth certificates must also be translated into English. Passport, with Visa if foreign. (English translation also needed for non-English language passports)
Social Security Number	Social Security card/ Medicare card (if SSN is the same); Social Security Benefits Statement
Military Status (changing military status from "No" to "Yes.")	Military Discharge Record (DD 214)
Usual residence of deceased	Utility bill; property tax record showing name of decedent or name of family member with whom they were living
Education	School records, diploma
Place of Disposition and Method of Disposition	Cemetery Statement; Authorization for Cremation
Name of Funeral Home and Address	Funeral Home Statement or Records
Spelling correction to Usual or Last Occupation or Kind of Business	No evidence needed to correct the spelling; However, evidence (example: employer statement) is needed if changing the occupation and kind of business
Race	Any legal document that identifies the decedent's race
Changing the name of the deceased, the deceased's parent	Decedent's birth record, marriage certificate
Marital status	Marriage certificate and divorce certificate/decreed, death certificate for Widowed
Informant name	Documents from funeral director. The informant is the person that provided the information to the funeral director for the creation of the death certificate.
Spouse name	Current marriage certificate of the decedent if their marital status is married or widowed.



If the State Registrar finds reasons to question the validity or sufficiency of the evidence, the death certificate shall not be amended and the State Registrar shall advise the applicant. The aggrieved applicant may petition the Circuit Court and a copy of the petition shall be served to the State Registrar. - § 32.1-269.1 (F)