

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; Certificate of Naturalization; US or foreign passport. An English translation must accompany any foreign documents.
Social Security Number	Social Security card/ Medicare card (if SSN is the same); Social Security Benefits Statement; Form W-2
Military Status (changing military status from "No" to "Yes.")	Military Discharge Record (DD 214)
Usual residence of the deceased	Utility bill (gas, water, or electricity); rental agreement; property tax record showing the decedent's name or name of family member with whom they were living
Education	School records, diploma
Place of Disposition and Method of Disposition	Cemetery statement on letterhead; Authorization for Cremation; Approved Cremation Certificate; For family/private cemeteries, submit a notarized statement from next of kin
Name of Funeral Home and Address	Funeral Home Statement or signed contract
Spelling correction to Usual or Last Occupation or Kind of Business	No evidence is required to correct spelling; Evidence is needed to change the occupation and kind of business (example: employer statement or employment records)
Race	Any legal document that identifies the decedent's race; medical records
Changing the name of the deceased, the deceased's parent	Decedent's birth record, marriage certificate; Decedent's Certificate of Naturalization
Marital status	Marriage record or divorce record/decreed; Death certificate of spouse to change marital status to 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 the 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)