

# Administrative Amendments on Death Certificates

Chapter 7 § 32.1-269.1 (C) (D) (F)

## What is an administrative amendment?

Administrative amendments are demographic changes that can be made to a death certificate by E-Amendment or 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.

<b>Demographic items that can be amended on the death certificate administratively</b>	<b>Examples of Acceptable Evidence</b> (List of best examples, but not exhaustive)
<b>Minor spelling corrections, transpositions of name of deceased, deceased parents, spouse or informant; sex; date of birth; age; place of birth; citizenship</b>	Decedent's birth certificate; decedent's Real ID; decedent's marriage certificate; Certificate of Naturalization; US or foreign passport - An English translation must accompany any foreign documents; signed and dated pre-need contract, previous certified name change order
<b>Social Security Number</b>	Social Security card/ Medicare card (if SSN is the same); Social Security Benefits Statement; Form W-2; filed income tax return
<b>Military Status (changing military status from "No" to "Yes.")</b>	Military Discharge Record (DD 214); signed letter from Veterans Affairs; signed and dated pre-need contract
<b>Usual residence of the deceased</b>	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; decedent's Real ID
<b>Education</b>	School records, diploma
<b>Place of Disposition and Method of Disposition</b>	Cemetery statement on letterhead; Authorization for Cremation; Approved Cremation Certificate; For family/private cemeteries, submit a signed letter from family or church
<b>Name of Funeral Home and Address</b>	Changing funeral homes require two funeral home statements on letterhead - a letter of release of remains from previous funeral home and a letter of acceptance of remains from new funeral home
<b>Spelling correction to Usual or Last Occupation or Kind of Business</b>	No evidence is required to correct spelling; Evidence is needed to change the occupation and kind of business (example: employer statement or employment records); signed 1040 tax form; signed and dated pre-need contract
<b>Race</b>	Any legal document that identifies the decedent's race; medical records; signed and dated pre-need contract
<b>Changing the name of the deceased, the deceased's parent</b>	Decedent's birth record, marriage certificate; birth certificate of decedent's child; decedent's Certificate of Naturalization; decedent's Real ID
<b>Marital Status</b>	Marriage certificate or divorce certificate/decreed; death certificate of spouse to change marital status to Widowed
<b>Informant Name and Relationship</b>	Signed and dated demographic preview sheet; signed and dated funeral home contract by the informant
<b>Name of Spouse</b>	Current marriage certificate of the decedent if the marital status is Married or Widowed; death certificate of spouse (minor spelling corrections); signed and dated pre-need contract

**Note: Obituaries and funeral programs are not acceptable documentary evidence.**



When the State Registrar finds reason to question the validity or sufficiency of the evidence, the death certificate shall not be amended and the State Registrar shall so advise the applicant. An aggrieved applicant may petition the circuit court of the county or city in which he resides, or the Circuit Court of the City of Richmond, for an order compelling the State Registrar to amend the death certificate.