



## HOW DO I SUBMIT PERSONAL AMENDMENTS IN EVERS?

The Personal amendment should **only** be used to correct items on the personal information section of the death certificate (which also includes the disposition page) **if the funeral home was responsible for the Personal Information prior to the death being registered.**

The only exception to the above is if a case was previously filed with an interim disposition by the funeral home. If such is the case, the **Funeral Home Change from Interim Disposition** amendment should be used to update the disposition page and not a Personal amendment.

***There is no fee for the Funeral Home Change from Interim Disposition amendment.***

*(Please refer to “How do I Submit Funeral Home Change from Interim amendments in EVERS” for instructions on how to do a Funeral Home Change from Interim Disposition amendment).*

There is a \$40 corrections fee for a Personal amendment. **The fee must be paid first before you create the amendment or you will not be able to affirm the amendment.** *Please refer to how do I order death certificate-related services in EVERS for instructions on how to submit the \$40 corrections fee for the amendment.*

### Submitting Personal Amendments

**Step 1:** Locate Case and Submit order for Correction Fee first

The screenshot shows the EVERS system interface. The top navigation bar includes 'Main', 'Order Processing', 'Life Events', 'Queues', 'Forms', and 'Help'. The 'Life Events' menu is expanded, showing 'Death', 'Fetal Death', and 'ITOP'. The 'Death' sub-menu is further expanded to show 'Locate Case' and 'Start/Edit New Case'. The main content area is titled 'Locate Case' and contains a form for 'Decedent's Information'. The form includes fields for 'First', 'Last', 'Gender', 'SSN', 'Case Id', 'ME Case Number', 'Date of Death', and 'Date of Birth'. There are also dropdown menus for 'Place of Death Location Type' (set to 'Borough') and 'Place of Death'. At the bottom right of the form are buttons for 'Search', 'Soundex', and 'Clear'. A green callout box on the right side of the screenshot contains the text: 'Select **Life Events/Death/Locate Case** Enter information to locate case. For example, Case ID, decedent's name and click the **Search** button'.

**Step 2:** Click on the decedent's name from the search results screen and select **Amendments** under **Other Links**.

The screenshot shows the 'The City of New York Department of Health and Mental Hygiene' interface. The 'Life Events' tab is active. The 'Death Registration Menu' is visible on the left, with 'Amendments' highlighted under the 'Other Links' section. The main content area shows details for decedent 'Little Mickey' with an amendment existing. The 'Decedent's Legal Name' is 'Little Mickey'. The 'Amendments Menu' is also visible at the top of the main content area.

**Step 3:** Select **Personal** from the amendment **Type** dropdown and then click **Save**.

The screenshot shows the 'Amendment Page' form. The 'Type' dropdown is set to 'Personal'. The 'Description' field contains 'personal amendment'. The 'Save' button is highlighted. Callouts provide instructions: '3a. Select Personal from the amendment Type dropdown.', '3b. Enter a Description of the Amendment you are submitting.', and '3c. Click Save'.

**Step 4:** From the **Page to Amend** dropdown, select the page you want to amend.

The screenshot shows the 'Amendment Page' form with the 'Page to Amend' dropdown set to 'Death - Family Members'. The 'Family Members' section is expanded, showing fields for 'Surviving Spouse's/Partner's Name' and 'Father's Name'. A callout states: 'The page you want to amend will appear below for you to make the correction. CAUTION!!! You have access to every data field on the page, please make sure you only make changes to those data items you wish to correct.' Another callout says: '4a. Make the correction then click Save at the bottom of the page.' The 'Save' button is highlighted.

The following information will populate; **Item in Error**, **Item as it Appears**, and **Item as it Should be**.

Click **Edit** if you wish to change the information entered. Click **Delete** if you wish to remove the information

Click here only if you wish to **Cancel** the amendment.

The screenshot shows the 'Amendment Page' for 'Little Mickey' with the following fields: Type (Personal), Year (2013), Order Number, Amendment Status (Keyed), Amendment Date (MAY-03-2013), Amendment Number (21934), Description (personal amendment), and microfilm Number. The 'Page to Amend' dropdown is set to 'Item In Error'. The 'Family Members-Marital Status' dropdown is set to 'Never Married'. The 'New Burial Permit Required' dropdown is set to 'No'. The 'Cancel Amendment' button is highlighted.

You can make corrections on additional pages by selecting them from the **Page to Amend** dropdown, and clicking **Save** after completing each page.

**Step 5:** Click **Amendment Affirmation** under the **Amendments Menu** on the upper left hand side of the screen.

The screenshot shows the 'Amendment Affirmation' page for 'Little Mickey'. The 'Amendment Affirmation' option is highlighted in the 'Amendments Menu'. The page contains the following text: 'Affirmations', 'Affirm the following:', and a checkbox with the text 'I certify that this change is being requested due to error or newly received information. (Note: Applications requiring documentary evidence cannot be submitted electronically.)'. There is a 'Place Finger' area with a large empty box. The 'Affirm', 'Clear', and 'Return' buttons are at the bottom right.

**Please Note: If the \$40 correction fee was not submitted you will get the following message**

Main Order Processing **Life Events** Queues Forms Help

The City of New York Department of Health and Mental Hygiene

Amendments Menu  
Amendment  
Amendment Affirmation

427785 :Little Mickey APR-17-2013 Amendment Exists  
/Personal Valid With Exceptions/Fact of Death Valid/Medical Valid With Exceptions/Registered/Signed/Pronounced/Certified/NA/ICD Coding Required/GIS Coding Required/Burial Permit Ready to Print

**Affirmations**

Affirm the following:

Please submit an order for a corrections fee service. You may affirm the amendment after the order has been submitted.

Clear Return

You can access order processing without leaving the case by clicking the **Return** button

Refer to *How do I order death certificate-related services in EVERS* for instructions on submitting the \$40 correction fee.

From the Order Summary screen click Return to go back to the Amendment Affirmation Screen to affirm the amendment.

Colonial Funeral Home Welcome back: MayaFD Logout

Main Order Processing **Life Events** Queues Forms Help

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**Affirmations**

Affirm the following:

I certify that this change is being requested due to error or newly received information. (Note: Applications requiring documentary evidence cannot be submitted electronically.)

Place Finger

Affirm Clear Return

Funeral Director place his/her finger on the biometric to affirm

**Important Note:** To be able to affirm an amendment, you must have rights as a Funeral Director and must be logged into your Funeral Director's account.

[Main](#) [Order Processing](#) [Life Events](#) [Queues](#) [Forms](#) [Help](#)

The City of New York Department of Health and Mental Hygiene

**Amendments Menu**  
 Amendment  
 Amendment Affirmation

427785 :Little Mickey APR-17-2013 Amendment Exists  
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Affirmations

Authentication successful.

[Clear](#) [Return](#)

If you see the above message, your affirmation was successful.

The amendment has now been submitted to the Office of Vital Records. When you return to the **Amendment List**, you should see that the amendment now has a **Pending Approval** status.

[Main](#) [Order Processing](#) [Life Events](#) [Queues](#) [Forms](#) [Help](#)

The City of New York Department of Health and Mental Hygiene

**Death Registration Menu**  
 Personal Information  
 Decedent  
 Resident Address  
 Family Members  
 Informant  
 Disposition  
 Decedent Attributes  
 Medical Certification  
 Cause of Death  
 Registrar  
 Amendment List  
 Other Links  
 Amendments  
 ✓ Comments  
 Cremation Clearance  
 Order Permit/Copies  
 Print Forms  
 Validate Registration

427785 :Little Mickey APR-17-2013 Amendment Exists  
 /Personal Valid With Exceptions/Fact of Death Valid/Medical Valid With Exceptions/Registered/Signed/Pronounced/Certified/NA/ICD Coding Required/GIS Coding Required/Burial Permit Ready to Print

Amendment List

Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
21927	History	Cause of Death Query	MAY-02-2013		Pending Approval	
21930	History	City to Private (Non-Cremation)	MAY-02-2013		Cancelled	
21931	History	City to Cremation 1	MAY-02-2013	5/3/2013 11:01:07 AM	Complete	
21932	History	City to Cremation 2	MAY-03-2013	5/3/2013 12:08:21 PM	Complete	
21933	History	Personal	MAY-03-2013		Cancelled	
21934	History	Personal	MAY-03-2013		Pending Approval	

[New Amendment](#) [Return](#)

Once the Office of Vital Records has approved and completed the amendment, the status will show as Complete and the correct information will show in the appropriate field in the record.

For questions regarding EVERS, please contact:

Constituent Services Unit  
 New York City Department of Health and Mental Hygiene  
 (646) 632-6705  
[evers@health.nyc.gov](mailto:evers@health.nyc.gov)

Have you seen our website yet? Go ahead, take a look now! <http://www.nyc.gov/evers>