HOW DO I SUBMIT DEATH AMENDMENTS IN EVERS?
(Medical Facilities)

Please Note: You can only submit amendments for cases that have a Registered Status.

Step1: Locate Case

> **Select Life Events/Death/Locate Case**

Step2: Select **Amendments**

Step3: Select Amendment Type

3a. Select **Medical** for Type

3b. Enter a Description of the Amendment you are submitting.

3c. Click **Save**

Step 4: Select from the **Page to Amend** drop down the page you want to amend.

The page you want to amend will appear below for you to make the correction

Make the correction then click **Save**

> 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 entered.

Click **Cancel Amendment** if you wish to cancel the amendment

Please Note: To correct additional pages, you must repeat Step 4.

Step 5: Click **Amendment Affirmation** , check the Affirmations box, and then click **Affirm**

Have the physician place his/her finger to affirm the amendment.

Amendments Menu   12512825   :Jacob Thomas   JUN-07-2012 Amendment Exists
Amendment   /Personal Valid/Fact of Death Valid/Medical Valid/Registered/Signed/Pronounced/Certified/NA
Amendment Affirmation   Affirmations

Authentication successful.

Clear   Return

If you see the above screen, your affirmation was successful. You now have a check mark next to the **Amendment Affirmation** link in the **Amendments Menu**.

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.

Amendment List

Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
21950	History	Medical	MAY-15-2013		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

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