

# HOW DO I SUBMIT BIRTH AMENDMENTS IN EVERS?

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

Medical facilities have **2** amendment types for correcting birth records in EVERS. However, if the correction(s) requested for a record was not due to an error made by the facility, the facility should NOT submit the correction(s) using the Amendment function in the system.

## 1. Confidential Medical Report

Use this amendment to update items on the confidential medical report section of the certificate.

## 2. Hospital Substitution

Use this amendment to update / correct errors made by the facility on the LEGAL (or birth certificate) portion of the record (the information that is on the certified copy sent to the parents) for a period of up to 12 months following the birth.

**An Application for the Correction of a Birth Certificate - Form VR172, signed by the parent(s) whose name(s) appear on the certificate, is required for ALL requests to correct the legal portion of the birth record; this includes corrections submitted by the facility using EVERS.**

### Step 1: Locate Case

Select **Life Events/Birth/Locate Case**

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Main Life Events Queues Help

Birth ▾

Locate Case

Start New Case

ork Department of Health and Mental Hygiene

Fast links

#### Locate Case

##### Child's Information

Child's First Name:  Child's Middle Name:  Child's Other Middle Name:  Child's Last Name:   
Date of Child's Birth:  Sex:  Child's Medical Record Number:

##### Place of Birth Information

Place of Birth Location Type:  Place of Birth:

##### Mother's Information

Mother's Current Legal Last Name:  Mother/Parent's Maiden Name (Prior to First Marriage):   
Mother's Medical Record Number:

##### Certifier's Name

Case Id:

Enter information in any one field and then click **search** to locate the case

Click on the child's name to access the case

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Results

Case Id	Mother's Medical Record Number	Child's Medical Record Number	Child's Name	Date of Birth	Sex	Birth Location	Registration Status
743149	963	852	Belford, William Kirk	JAN-29-2013	Male	Testing Hospita	Registered <input type="button" value="Preview"/>

Total records : 1

**Step 2:** Select **Amendments** under **Other Links**.

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743149 Medical Record Numbers: 963, 852 :William Kirk Belford JAN-29-2013 Amendment Exists  
/Legal Valid with exceptions/Medical Valid/Certified/Registered/Birth GIS coding Required/AOP Pending Completion/AOP

**Child**

**Name of Child**

First Middle Other Middle Last Suffix  
William Kirk Belford

Date of Child's Birth Time of Child's Birth Sex Child SSN  
JAN-29-2013 08:20 AM Male

Has mother/parent approved assignment of SSN for child? Foundling Baby  
Yes No

Validate Page Next Clear Save Return

**Birth Registration Menu**

- Parent Information
- Child**
- Mother/Parent
- Mother/Parent Address
- Mother/Parent Attributes
- Mother/Parent Health
- Paternity
- Father/Parent
- Father/Parent Attributes
- Facility Information
- Place of Birth
- Prenatal
- Pregnancy Factors
- Labor
- Delivery
- Newborn
- Newborn Factors
- Admissions and Discharges
- Attendant/Certifier
- Registrar Information
- Amendment List
- Other Registrars
- Hearing Screening
- Metabolic Screening
- Immunization
- Other Links**
- Amendments
- Comments
- Returned Mail
- Validate Registration
- Switch User

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

Testing Hospital (Manhattan)

Main Life Events Queues Help

The City of New York Department of Health and Mental Hygiene

743149 Medical Record Numbers: 963, 852 :William Kirk Belford JAN-29-2013 Amendment Exists  
/Legal Valid with exceptions/Medical Valid/Certified/Registered/Birth GIS coding Required/AOP Pending Completion/AOP

**Amendment Page**

Type: Hospital Substitution  
Year: 2013  
Order Number: 1  
Amendment Status: Pending

Amendment Date: 01/29/2013  
Amendment Number: 1  
Description: Hospital Substitution  
Microfilm Number: 1

New Burial Permit Required: No

Save Clear Return

**3a. Select Confidential Medical Report or Hospital Substitution for Type**

**3b. Click Save**

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

The screenshot shows the 'Amendment Page' for record 743149. The 'Page to Amend' dropdown menu is open, showing the following options: Birth - Child, Birth - Mother, Birth - Mother Address, Birth - Paternity, Birth - Father, Birth - Place of Birth, Birth - Newborn, and Birth - Attendant Certifier. The 'Birth - Father' option is highlighted. The form fields include: Type: Hospital Substitution; Year: 2013; Order Number: [empty]; Amendment Status: Keyed (Requires Affirmation); Amendment Date: JAN-29-2013; Amendment Number: 21205; Description: correct father's DOB; Microfilm Number: [empty].

The screenshot shows the 'Amendment Page' for record 743149. The 'Page to Amend' dropdown is set to 'Birth - Father'. The form displays the following information for the 'Father/Parent':  
 Father/Parent's Name (Prior to First Marriage): First: Michael, Middle: [empty], Last: Belford, Suffix: [empty]  
 Father/Parent Date of Birth: AUG-04-1982, Age: 30, Father/Parent's SSN: 092-58-7152, Sex: Male  
 Father/Parent's Birthplace: City/Town: Bronx, State: New York, Country: United States  
 At the bottom of the form, there are buttons: Cancel Amendment, Validate Page, Validate Amendment, Save, Clear, and Return.

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.

Make the correction, and then click **Save** at the bottom of the page.

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

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Father - Date of Birth	AUG-04-1982	AUG-04-1981	Edit	Delete
Father - Age	30	31	Edit	Delete

Click **Edit** if you wish to change the information entered. Click **Delete** if you wish to remove the information entered. You can also **Cancel** the amendment.

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 left hand side of the screen.

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

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

Buttons: **Affirm**, **Clear**, **Return**

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

The screenshot shows the EVERS system interface for Testing Hospital (Manhattan). The user is logged in as pgentlesbc. The page displays the City of New York Department of Health and Mental Hygiene logo and navigation links. The main content area shows a message: "Authentication successful." A red arrow points from this message to the text below. There are also "Clear" and "Return" buttons.

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.

Amendment List

Amendment Id	Processing History	Amendment Type	Date Received	Date Completed / Rejected	Amendment Status	Order #
21227	History	Hospital Substitution	JAN-30-2013		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.

**Please Note:** The items submitted for a Hospital Substitution amendment in EVERS should have a corresponding blue and white correction application (**Form VR172**) that matches the items that were submitted in the amendment. Facilities must send the correction application form to the Office of Vital Records after the correction request is entered into EVERS. The Office of Vital Records will not approve the EVERS correction request until a correctly completed hard copy of the Application for the Correction of a Birth Certificate - Form VR172 is received.

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>