

# **Death records amendment process.**

All current year death correction (less than a year) requests can be submitted by:

- a. Fax: (404) 679-4793
- b. Mail: Vital Records, 2600 Skyland Drive, Atlanta GA 30319
- c. Email: [DPH-VRDEATH.CORRECTION@DPH.GA.GOV](mailto:DPH-VRDEATH.CORRECTION@DPH.GA.GOV)
- d. Death correction request over a year should be mailed in to our office at the address above.

## **Death Correction Requirements.**

- All requests to correct a death certificate must include a notarized statement from the informant authorizing the correction along with the necessary documentary evidence that supports the corrections.
- If the funeral director is making the request, a statement on their letterhead stationery along the evidence will be sufficient.
- The statement must include the name of the decedent, date of death, county of death and clearly specify the items to be corrected.

All death correction requests over a year should be submitted via mail along with a \$10 processing fee (check made payable to Vital Records). Changes for death correction over a year will not be process if payments are not received.

## **Requirements for amending marital status**

- To correct the spelling of the decedent's name will require a copy of the decedent's birth certificate, driver's license, social security card, or other legal document
- To correct the sex, race, origin, country of birth, will require a statement from the funeral home on their letterhead stationery.
- To change the marital status from Divorced to married will require a court order
- To change the marital status from Divorce to Never Married requires a court order.
- To amend the marital status from **Married/Divorced** to **Widowed**, please submit a certified copy of the spouses Death Certificate if spouse shown is one and the same.
- To amend the marital status from **Never Married to Married**, please submit a certified copy of the Marriage License.
- To amend the marital status from **Never Married/Married/Widowed** to **Divorced**, please submit a certified copy of the Final Divorce Decree if the spouse is shown as one and the same.

- To correct the date of death, date, pronounced, time pronounced, or tobacco use will require a statement from the certifier and pronouncer on their letterhead stationery. The statement may also be obtained from the hospital or institution medical records.
- To correct the date of birth or place of birth will require a certified copy of the decedent's birth certificate or other legal document such as military paper, social security verification, marriage application, or previous child's birth certificate. LIFE INSURANCE POLICY CANNOT BE USED.
- To correct the residence will require a document that shows the legal residence at the time of the death such as most recent tax bill, voter's registration, motor vehicle tag bill, property deed, or utility bill.
- To correct the parent's name will require a certified copy of the decedent's birth certificate, social security verification, or other legal document.
- To correct the disposition information will require a statement from the funeral home shown on the certificate.
- To correct the social security number will require a copy of the social security card, social security verification, most recent income tax copy, or military paper.
- To correct/change the cause of death will require a statement from the certifier on their letterhead stationery. If the coroner or medical examiner is no longer available to correct the cause of death, the new coroner/medical examiner having access to the medical records or previous investigation records may request to correct the cause of death.
- To correct the spelling of the name or address of the informant will require a notarized statement from the person listed as the informant and a copy of their driver's license.
- To change the informant name will require a notarized statement from the person listed as the informant stating that they did not give the information and furnish the information of the actual informant.
- To correct a spouse's maiden name will require a notarized statement and a copy of the spouse's birth certificate, marriage certificate, or previous child's birth certificate.