

Overview

To make an amendment or correction to a death record, complete the application and supply supporting documents required to ensure that the correction or amendment is done in an accurate and timely manner.

While this document is intended to help guide the general public about how to obtain a change to a death certificate, it is also applicable for both Funeral Directors and Medical Certifiers who may be looking for some specific steps to follow.

NOTE: If your loved one had already made a change to gender designation on their NYS birth certificate prior to their death, this correction can be made with supporting documentation. However, if no formal gender designation change was made on their NYS birth certificate prior to their death, this change cannot be made after their death.

Who can apply for a correction/amendment?

The following individuals can request a death certificate correction/amendment:

- The decedent's spouse on record,
- A parent, child or legal guardian of the person,
- A sibling of the decedent,
- The informant if within six months of death,
- The Funeral Firm that handled the disposition if within six months of death,
- Medical Certifier who handled the case, or
- Anyone with a Court order

How do I make a correction/amendment?

If the request is **within six months of the death**:

- The Funeral Firm that handled the disposition will assist you with a request if it deals with correcting or amending personal information. Personal information specific to the individual, including but not limited to, Name, Social Security Number, or Informant information.
- The Medical Certifier on the certificate will assist you with medical information correction/amendments, including place, cause, time or manner of death, or other medical fields.
- See the table on next page for specific instructions.

If the request is **seven months or later after the death**:

- Corrections to the personal information can be done by filling out the correct [Application for Correction of Certificate of Death \(DOH-299\)](#) and gathering supporting documentation to bring to your local Registrar.
- Corrections/amendments to medical information – place of death, cause or manner of death, etc. – can be done by filling out the correct [Application for Correction of Certificate of Death \(DOH-1999\)](#) and having the Medical Certifier sign off on the correction. Gather the supporting documentation to bring to your local registrar.
- See the table on next page for specific instructions.

What documents do I need to correct a death certificate?

You must send original documentation, or certified copies, with your application. Certified copies are documents issued by a government office that have a raised seal, like birth or marriage certificates. Usually a fee is required to obtain a certified copy from an office or agency.

Notarized copies or altered documents are NOT accepted. (See the table below for specific instructions.)

NOTE: If your documents are in a language other than English, you also must obtain an official English translation of documents needed. Embassies and foreign consulates often will translate official documents for you. We also accept translations from established translation services.

If you can't provide the required supporting documents, you need to obtain a NYS Court order.

Common Corrections/Amendments

Look below to see which description fits your situation. You can also refer to the [Listing of Supporting Documents Which May be Submitted with the Application for Correction of Certificate of Death \(DOH-299\)](#), which follows these instructions, for more information about supporting documents.

If you are a family member applying for dual citizenship and need to make a correction on a death certificate, you also need to complete the [Affidavit to Request Certificate of Death \(DOH-5001\)](#). You are entitled to one (1) certificate.

To make this correction:	The applicant submits the:	and provides:
Correct the name, place of birth, date of birth, sex, parents' names of the decedent	<i>Death Certificate Correction Form, DOH-299</i>	<p>Any one of these documents as it relates to the decedent:</p> <ul style="list-style-type: none"> • Certified copy of the birth certificate; A certified copy is required. • Religious document (baptismal, church or synagogue record); The record must bear the raised seal of the Church or Synagogue or must be made on Church or Synagogue stationery and signed by the present custodian of the records. • Armed Forces discharge; Original discharge papers are required. • Naturalization Certificate or Alien Registration Card; The original is required because it is illegal to photocopy a Naturalization Certificate. Registered mail is recommended. • Hospital record or physician office record of death; Certified by the custodian of the hospital record or the attending physician. • Federal Census record; A Federal Census was taken on June 1, 1890; April 15, 1910; January 1, 1920; and April 1, 1930, 1940, 1950, 1960, 1970, 1980, 1990, 2000, and 2010. Federal census records may be obtained from the <i>U.S. Census Bureau</i>. • Early school record; A certified copy of a school record or letter on school stationery signed by the present custodian of the record. The record must include the decedent's name, date of birth or age, date the record was made, and parents' names. Report cards and diplomas may not be accepted, or • Letter from the Funeral Director, indicating error on their part with worksheet attached. *See *Funeral Director's Statement section below this table.
Correct a minor misspelling of the surviving spouse	<i>Death Certificate Correction Form, DOH-299</i>	<ul style="list-style-type: none"> • (Government issued) <i>Marriage Certificate</i>. A certified copy is required

To make this correction:	The applicant submits the:	and provides:
Add or remove the surviving spouse	<i>Death Certificate Correction Form, DOH-299</i>	<p>All the following:</p> <ul style="list-style-type: none"> • Notarized statement from informant • Notarized statement from surviving spouse who wants to be added or removed, and • (Government issued) <i>Marriage Certificate</i> or divorce or separation decree
Change the surviving spouse	<i>Death Certificate Correction Form, DOH-299</i>	<p>All these documents:</p> <ul style="list-style-type: none"> • (Government issued) <i>Marriage Certificate</i> between the decedent and the spouse challenging the record (Grievant); • Affidavit from Grievant indicating they are the legal surviving spouse, setting forth the date and place of the marriage and stating that the marriage was never legally dissolved; • Affidavit from the surviving spouse, if they are listed on the <i>Death Certificate</i>, indicating that they are not the surviving spouse; and • An affidavit from the informant of record indicating error,
Correct the usual occupation of the decedent	<i>Death Certificate Correction Form, DOH-299</i>	<ul style="list-style-type: none"> • An employment record listing the decedent’s occupation or title and the dates of employment, signed by the officer in charge of employment records.
Correct the residence address for minor errors	<i>Death Certificate Correction Form, DOH-299</i>	<p>Any one of these documents:</p> <ul style="list-style-type: none"> • A voter registration card if registered within a year of death; • A Certificate of Domicile issued by the state of residence; The <i>Certificate of Domicile</i> must state that the person listed on the death record physically resided in whatever State less than 1 year before the date of death. • A certified letter from the Board of Elections; • Utility bill; • Government letter indicating residence address, or • Notarized Funeral Director statement admitting error on their part
Correct the entire residence address	<i>Death Certificate Correction Form, DOH-299</i>	<p>Any one of these documents:</p> <ul style="list-style-type: none"> • Government letter or utility bill dated within 3 months prior to the decedent’s date of death; • Mortgage Statement, or Lease Agreement dated within 3 months prior to the decedent’s date of death; • A certified letter from the Board of Elections; • Statement from the facility where the decedent resided, or • Statement from Physician’s office.
Correct the Social Security Number	<i>Death Certificate Correction Form, DOH-299</i>	<p>Any one of these documents:</p> <ul style="list-style-type: none"> • Decedent’s original Social Security Card, or • Letter from the Social Security Administration.

To make this correction:	The applicant submits the:	and provides:
Correct the race	<i>Death Certificate Correction Form, DOH-299</i>	Any one of these documents: <ul style="list-style-type: none"> • Certified copy of the decedent's birth certificate showing the correct race • An official record such as an American Indian Tribal record, or • Copy of the parent's birth certificate, from the parent whose race is being added to the <i>Death Certificate</i>.
Correct the Education	<i>Death Certificate Correction Form, DOH-299</i>	Any one of these documents: <ul style="list-style-type: none"> • Copy of the decedent's diploma, or • Letter from the educational institution stating the last completed year.
Correct the Informant's name – minor misspelling Note: The informant's name cannot be <i>replaced</i> without a court order	<i>Death Certificate Correction Form, DOH-299</i>	Any one of these documents: <ul style="list-style-type: none"> • Copy of the informant's driver's license; • Other photo identification
Correct Military Service	<i>Death Certificate Correction Form, DOH-299</i>	<ul style="list-style-type: none"> • <i>DD-214 Armed Forces Discharge Papers</i>; Original discharge papers are required.
Correct the date, place, time, of death	<i>Medical Or Burial Death Cert Correction, DOH-1999</i>	Any one of these documents: <ul style="list-style-type: none"> • Hospital or nursing home admission record of the decedent; • Statement signed by custodian of hospital or nursing home admission record; • Attending Physician's office record; • Statement signed by custodian of attending Physician's office record; • Statement signed by Coroner or Medical Examiner, or • Court order.
Correct the cause of death	<i>Medical Or Burial Death Cert Correction, DOH-1999</i>	Any one of these documents: <ul style="list-style-type: none"> • Statement signed by Attending Physician, Medically Licensed Coroner or Medical Examiner specifying the correct cause of death and where is should be added to the certificate, or • Court order specifying the correct cause of death and where is should be added to the certificate

How do I apply for a correction/amendment in person?

In-person corrections can be submitted at the local Registrar of Vital Statistics where the death occurred. Bring the appropriate, completed death certificate correction application form, original supporting documents, and payment. The local Registrar of Vital Statistics may forward the correction to the State for completion.