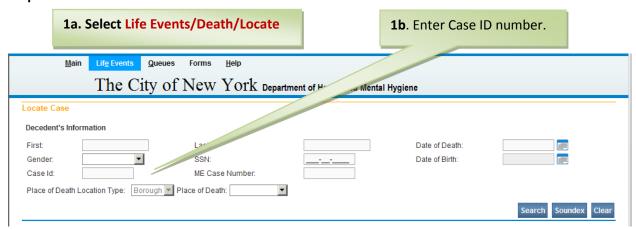# HOW DO I SUBMIT DEATH AMENDMENTS FOR A DEATH QUERY IN EVERS?
(Medical Facilities)

Please Note: You can only submit amendments for cases that have a Registered Status.
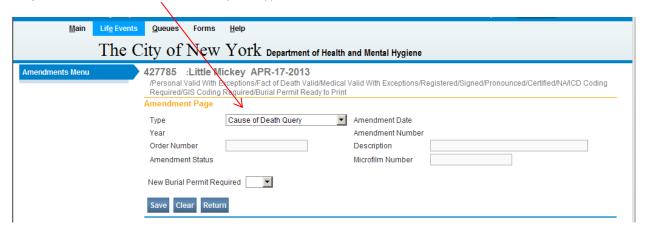
Step 1: Locate Case

1a. Select Life Events/Death/Locate
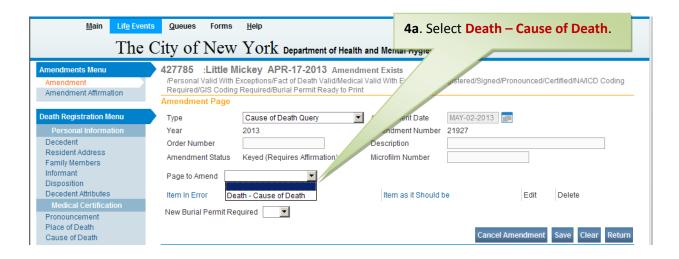
1b. Enter Case ID number.
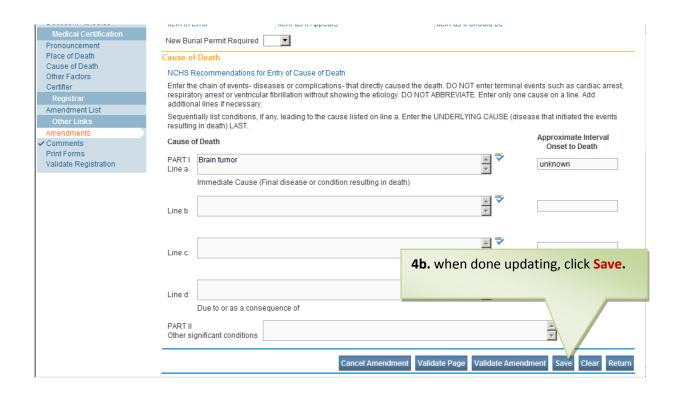

Step 2: Select **Amendments**

Step 3: Select **Cause of Death Query** for Type and click Save

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

4a. Select **Death – Cause of Death**.

The Cause of Death page will be displayed for you to update as specified by cause of death query.

4b. when done updating, click **Save**.

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

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

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

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.

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